

**SPRING HILL CITY COUNCIL
REGULAR MEETING
AGENDA
THURSDAY, FEBRUARY 12, 2015
7:00 P.M.
SPRING HILL CIVIC CENTER
401 N. MADISON – ROOM 15**

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

CITIZEN PARTICIPATION

PRESENTATION: Citizenship Award

4th Quarter 2014 Performance Measures, Johnson County Fire District No. 2

CONSENT AGENDA:

The items on the Consent Agenda are considered by staff to be routine business items. Approval of the items may be made by a single motion, seconded, and a majority vote with no separate discussion of any item listed. Should a member of the Governing Body desire to discuss any item, it will be removed from the Consent Agenda and considered separately.

1. Approval of Minutes: January 22, 2015
2. Appropriation Order 2015-02-12
3. Consider Approval of Special Event: SHHS, SADD 5K Bronco Stampede
4. Consider Approval of Purchase: HVAC for Public Works Building, Comfort Designs
5. Consider Approval of Agreement: Software Maintenance and Technical Service Extension, Neptune
6. Consider Approval of Aquatic Center Job Descriptions and Range Classification
7. Resolution No. 2-15-R-02: Salaries of Employees and Directors of the City (Pool Employees)

FORMAL COUNCIL ACTION

8. Consider Change Order No. 3: Elevated Tank Painting and Repairs, Utility Services
9. 2015 Aquatic Center Admission Rates

ANNOUNCEMENTS and REPORTS

ADJOURN

**City of Spring Hill, Kansas
Minutes of City Council Special Session
January 22, 2015**

A Regular Session of the City Council was held in the Spring Hill Civic Center, 401 N. Madison, Room 15, Spring Hill, Kansas on January 22, 2015. The meeting convened at 7:00p.m. with Mayor Ellis presiding, and Glenda Gerrity, City Clerk recording.

Councilmembers in attendance: Floyd Koder
 Chad Eckert
 Bradley Zerr
 Chris Leaton arrived at 7:10p.m.

Councilmembers absent: Clint Gillis

Staff in attendance: City Administrator Jonathan Roberts
 Finance Director Melanie Landis
 Community Development Director Jim Hendershot
 Police Chief Richard Mann

Consultants in attendance: City Attorney Frank Jenkins
 City Engineer John Brann

ROLL CALL

The City Clerk called the roll of the Governing Body. With a quorum present, the meeting commenced.

APPROVAL OF THE AGENDA

Motion by Eckert, seconded by Koder, to approve the agenda as presented. Motion carried 3-0-0

PRESENTATION

The Police Chief presented Officer Katherine Davidson with a Certificate of Recognition. On January 1, 2015, Officer Davidson received a call about an individual who stopped breathing. Officer Davidson performed CPR and revived the patient until medics arrived. The Mayor thanked Officer Davidson for touching and saving a life.

Councilman Leaton arrived during the presentation at 7:10p.m.

CONSENT AGENDA

Motion by Leaton, seconded by Koder, to approve the Consent Agenda as presented.

1. **Approval of Minutes: January 8, 2015**
2. **Appropriation Order No. 2015-01-22**
3. **Consider Approval of Contract: Extended Warranty Plan, Micro-Comm**
4. **Consider Approval of Contract: Debt Set-Off, State of Kansas**
5. **Consider Approval of Contract: Kansas One-Call**
6. **Consider Acceptance of Easements: Estates of Wolf Creek 6th Plat**

Motion carried 4-0-0.

FORMAL COUNCIL ACTION

7. **Consider approval of Owner's Final Affidavit and Agreement: Mid America Title Company, Inc. for the purpose of increasing the amount of title insurance to cover the final project cost of police facility and authorization of payment of additional title insurance premium in the amount of \$750.00.**

The City Attorney presented the Owner's Final Affidavit and Agreement to Mid America Title Company, Inc. Increasing the amount of the title insurance coverage would provide greater protection to the City in the event that a claim against the title to the police facility is raised. Title insurance coverage is generally

THE FOLLOWING MINUTES ARE SUBJECT TO MODIFICATION
AND ARE NOT OFFICIAL MINUTES
UNTIL APPROVED BY THE SPRING HILL CITY COUNCIL

recommended to be carried in an amount sufficient to approximate the value of the insured property. Where significant renovation costs are incurred in connection with a property purchased for a relatively nominal amount, an increase in coverage to the amount of the project cost is generally warranted. Although the underwriters require an indemnity agreement from the City, the general contractor's final affidavit, as well as reviews by the City Administrator, the City Attorney, the City's Finance Director and the Chief of Police, indicate that there are no matters in existence which trigger the indemnity obligation.

The City Attorney recommended that the City Council authorize and direct the Mayor to execute the Owner's Final Affidavit and Agreement that would approve the expenditure in the amount of \$750.00 and the statement that there is no outstanding bills to be paid on that property.

Motion by Leaton, seconded by Koder, to approve the Final Affidavit and Agreement as stated by the City Attorney. Motion carried 4-0-0.

DISCUSSION

8. Water Tower Project

The City Administrator gave a brief history of the project which was delayed approximately a year ago due to some outstanding issues. City staff will be ready to make a recommendation at the next City Council meeting. He also reported that the contractor contacted the City and requested a 3% increase due to inflation. Staff was directed to contact the contractor to refine the 3% inflation request.

ADJOURN

Motion by Leaton, seconded by Eckert, to adjourn.

The meeting adjourned at 7:43p.m.

Approved by the Governing Body on _____.

CITY OF SPRING HILL, KANSAS

APPROPRIATION ORDER

NUMBER 2015-02-12

PRESENTED: February 12, 2015

Be it ordered by the Governing Body of the City of Spring Hill that the above dated order is and shall be approved and all claims honored and paid by the City Clerk.

Section 1:

Claims paid prior to approval of the City Council as authorized by Ordinance 2001-08:

Accounts Payable:	\$1,139,482.68
Payroll:	\$54,476.19
	<hr/>
	\$1,193,958.87

Section 2:

Claims presented for approval of payment:

Accounts Payable:	<hr/>
	\$0.00
	<hr/>
	\$0.00

Total amount of the Appropriation Order:	<u><u>\$1,193,958.87</u></u>
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INVOICE NO	DATE	VENDOR/DESCRIPTION	GL ACCT #	AMOUNT	CK #	CK DATE
14100	1/15/2015	AED AUTHORITY HEART START SMART PADS I	01-05-7670	\$ 1,145.00	76071	1/29/2015
		AED AUTHORITY		\$ 1,145.00		
PR20150116	1/16/2015	AETNA AETNA-457 PLAN	01-00-2035	\$ 74.50	1282632	1/23/2015 E
PR20150116	1/16/2015	AETNA-457 PLAN	20-00-2035	\$ 30.00	1282632	1/23/2015 E
		AETNA		\$ 104.50		
972517	1/1/2015	AFLAC AFLAC PREMIUM JAN. 2015	01-01-5120	\$ 1,825.50	213964	1/20/2015
		AFLAC		\$ 1,825.50		
465477	1/2/2015	ALAMAR UNIFORMS UNIFORMS	01-05-7680	\$ 742.89	213965	1/20/2015
		ALAMAR UNIFORMS		\$ 742.89		
BT000780	1/20/2015	ALEXANDER OPEN SYSTEMS PREPAID BLOCK Jan-15	01-11-7720	\$ 834.00	76090	2/5/2015
		ALEXANDER OPEN SYSTEMS		\$ 834.00		
37664	12/29/2014	ALL-CITY MANAGEMENT CROSSING GUARD SERVICE	01-05-7742	\$ 509.40	213956	1/16/2015
		ALL-CITY MANAGEMENT		\$ 509.40		
56735	11/25/2014	AMERICAN EQUIPMENT CO. CUTTING EDGES AND DEFLEC BOSS SNOWPLOW	01-02-7670	\$ 1,262.78	76086	2/3/2015
56948	1/7/2015	HITCH FOR DUMP TRUCK	01-02-6150	\$ 973.00	76091	2/5/2015
		AMERICAN EQUIPMENT CO.		\$ 2,235.78		
264211	1/13/2015	APPLIED CONCEPTS, INC EQUIPMENT MAINTENANCE	01-05-7670	\$ 140.00	76092	2/5/2015
		APPLIED CONCEPTS, INC		\$ 140.00		
24753	1/21/2015	ASSOCIATED AIR PRODUCTS EQUIPMENT MAINTENANCE	20-14-7670	\$ 1,970.00	76093	2/5/2015
		ASSOCIATED AIR PRODUCTS		\$ 1,970.00		
152101	1/21/2015	ATMOS ENERGY(W LAWRENCE) GAS SERVICE 705 W LAWRENCE ST	25-15-7624	\$ 44.30	214026	2/3/2015
		ATMOS ENERGY(W LAWRENCE		\$ 44.30		

INVOICE NO	DATE	VENDOR/DESCRIPTION	GL ACCT #	AMOUNT	CK #	CK DATE
1522016206	1/22/2015	ATMOS ENERGY(418 NICHOLS) GAS SERVIES 418 E NICHOLS ST	01-05-7624	\$ 43.30	214027	2/3/2015
		ATMOS ENERGY(418 NICHOLS		\$ 43.30		
152201	1/22/2015	ATMOS ENERGY(502 NICHOLS) GAS SERVICE 502 E NICHOLS	01-02-7624	\$ 476.72	76072	1/29/2015
		ATMOS ENERGY(502 NICHOLS		\$ 476.72		
1523014638	1/23/2015	ATMOS ENERGY(CRESTONE ST) GAS SERVICES 20129 CRESTONE ST	25-15-7624	\$ 44.99	214028	2/3/2015
		ATMOS ENERGY(CRESTONE ST		\$ 44.99		
1521014960	1/21/2015	ATMOS ENERGY(MADISON ST) GAS SERVICE 401 N MADISON ST	01-17-7624	\$ 2,877.85	214029	2/3/2015
		ATMOS ENERGY(MADISON ST)		\$ 2,877.85		
1523015031	1/23/2015	ATMOS ENERGY(N JACKSON) GAS SERVICES 606 N JACKSON ST UNIT A	25-15-7624	\$ 43.70	214030	2/3/2015
		ATMOS ENERGY(N JACKSON)		\$ 43.70		
34011	1/15/2015	BLUE VALLEY TRACTOR & SUP MAINTENANCE SUPPLIES	01-03-7670	\$ 2.09	76060	1/16/2015
34011	1/15/2015	MAINTENANCE SUPPLIES	01-03-7670	\$ 5.63	76060	1/16/2015
34011	1/15/2015	MAINTENANCE SUPPLIES	01-03-7670	\$ 4.28	76060	1/16/2015
34011	1/15/2015	MAINTENANCE SUPPLIES	01-03-7670	\$ 1.59	76060	1/16/2015
34191	1/7/2015	CHAINSAW CHAINS FOR #109 112	01-03-7670	\$ 103.68	76094	2/5/2015
34191	1/7/2015	CHAINSAW CHAINS FOR #109 112	01-03-7670	\$ 15.99	76094	2/5/2015
34276	1/9/2015	CHAINSAW CHAIN SHARPENIN	01-03-7670	\$ 9.35	76094	2/5/2015
		BLUE VALLEY TRACTOR & SU		\$ 142.61		
150101	1/1/2015	CCMFOA OF KANSAS 2015 CCMFOA DUES	01-08-7630	\$ 50.00	76095	2/5/2015
		CCMFOA OF KANSAS		\$ 50.00		
CENT150901	1/9/2015	CENTURYLINK TELEPHONE/COMMUNICATIONS	01-05-7622	\$ 15.76	76073	1/29/2015
CENT150901	1/9/2015	TELEPHONE/COMMUNICATIONS	20-14-7622	\$ 15.74	76073	1/29/2015
CENT150901	1/9/2015	TELEPHONE/COMMUNICATIONS	25-15-7622	\$ 15.74	76073	1/29/2015
CENT150901	1/9/2015	TELEPHONE/COMMUNICATIONS	01-13-7622	\$ 15.74	76073	1/29/2015
CENT150901	1/9/2015	TELEPHONE/COMMUNICATIONS	01-09-7622	\$ 15.74	76073	1/29/2015
		CENTURYLINK		\$ 78.72		

INVOICE NO	DATE	VENDOR/DESCRIPTION	GL ACCT #	AMOUNT	CK #	CK DATE
		CENTURYLINK .				
3134151801	1/18/2015	TELEPHONE/COMMUNICATIONS	25-15-7622	\$ 118.53	76096	2/5/2015
3134151801	1/18/2015	TELEPHONE/COMMUNICATIONS	20-14-7622	\$ 50.31	76096	2/5/2015
3134151801	1/18/2015	TELEPHONE/COMMUNICATIONS	01-04-7622	\$ 53.90	76096	2/5/2015
3134151801	1/18/2015	TELEPHONE/COMMUNICATIONS	01-09-7622	\$ 981.78	76096	2/5/2015
3134151801	1/18/2015	TELEPHONE/COMMUNICATIONS	01-05-7622	\$ 417.44	76096	2/5/2015
3134151801	1/18/2015	TELEPHONE/COMMUNICATIONS	01-12-7622	\$ 238.97	76096	2/5/2015
3134151801	1/18/2015	TELEPHONE/COMMUNICATIONS	01-13-7622	\$ 574.87	76096	2/5/2015

		CENTURYLINK .		\$ 2,435.80		
		CHRISTY MILROY				
1833	1/14/2015	DEPOSIT REFUND	01-00-2050	\$ 75.00	76097	2/5/2015
		CIVIC CENTER				

		CHRISTY MILROY		\$ 75.00		
		CINTAS FIRST AID & SAFETY				
5002465980	1/29/2015	WATER	20-14-6110	\$ 34.86	76098	2/5/2015
5002465980	1/29/2015	WASTEWATER	25-15-6110	\$ 34.86	76098	2/5/2015
5002465980	1/29/2015	STREETS	01-02-6110	\$ 63.65	76098	2/5/2015
5002465980	1/29/2015	PARKS	01-03-6110	\$ 9.94	76098	2/5/2015

		CINTAS FIRST AID & SAFET		\$ 143.31		
		CITY ATTORNEYS ASSOC OF K				
15-466	1/5/2015	2015 CITY ATTORNEY MEMEB	01-09-7630	\$ 35.00	76074	1/29/2015
		DUES				

		CITY ATTORNEYS ASSOC OF		\$ 35.00		
		CITY OF SPRING HILL				
150502	2/5/2015	PUBLIC WORKS	01-02-7628	\$ 106.49	76099	2/5/2015
150502	2/5/2015	COMMUNITY BUILDING	01-04-7628	\$ 94.48	76099	2/5/2015
150502	2/5/2015	CITY HALL	01-17-7628	\$ 188.96	76099	2/5/2015
150502	2/5/2015	WASTE WATER PLANT	25-15-7628	\$ 58.44	76099	2/5/2015
		12/19/14-01/14/15				
150502	2/5/2015	PARKS BUILDING	20-14-7628	\$ 58.44	76099	2/5/2015
150502	2/5/2015	POLICE DEPARTMENT	01-05-7628	\$ 106.47	76099	2/5/2015

		CITY OF SPRING HILL		\$ 613.28		
		CMI				
311162	1/6/2015	GARAGE DOOR SEAL	25-15-6160	\$ 10.13	213966	1/20/2015

		CMI		\$ 10.13		
		COMFORT DESIGNS HEATING				
15-10770	1/8/2015	HVAC REPAIR ROOFTOP UNIT	01-17-6160	\$ 199.14	76100	2/5/2015
		CAFETERIA				
15-10788	1/12/2015	REPAIR HANGING HEATER IN	01-03-6160	\$ 658.53	76100	2/5/2015

		COMFORT DESIGNS HEATING		\$ 857.67		

INVOICE NO	DATE	VENDOR/DESCRIPTION	GL ACCT #	AMOUNT	CK #	CK DATE
		CROFT TRAILER SUPPLY, INC				
137783	1/13/2015	ADJUSTER SPRING #128	01-03-7670	\$ 1.27	76101	2/5/2015
138004	1/15/2015	WHEEL BEARING	01-03-7670	\$ 6.12	76101	2/5/2015
		TRAILER #128				
138004	1/15/2015	RACE	01-03-7670	\$ 3.52	76101	2/5/2015

		CROFT TRAILER SUPPLY, IN		\$ 10.91		
		DELL FINANCIAL SERVICES				
77648674	1/15/2014	LEASE 6695052-003	01-09-8120	\$ 916.40	76064	1/23/2015
77701260	12/18/2014	LEASE 6695052-001	01-09-8120	\$ 3,000.61	76064	1/23/2015
77701260	12/18/2014	LEASE 6695052-001	20-14-8120	\$ 125.77	76064	1/23/2015
77701260	12/18/2014	LEASE 6695052-001	25-15-8120	\$ 467.17	76064	1/23/2015
77701262	12/18/2014	LEASE 6695052-004	01-09-8120	\$ 415.00	76064	1/23/2015
77701262	12/18/2014	LEASE 6695052-004	20-14-8120	\$ 415.00	76064	1/23/2015
77701262	12/18/2014	LEASE 6695052-004	25-15-8120	\$ 405.50	76064	1/23/2015
77701263	12/18/2014	LEASE 6695052-005	01-09-8120	\$ 426.36	76064	1/23/2015
77747277	1/15/2014	LEASE 6695052-002	01-09-8120	\$ 3,533.81	76102	2/5/2015

		DELL FINANCIAL SERVICES		\$ 9,705.62		
		DIGITAL CONNECTIONS INC				
33919	11/13/2014	EQUIPMENT MAINTENANCE	01-09-6130	\$ 262.24	76065	1/23/2015
33919	11/13/2014	EQUIPMENT MAINTENANCE	01-13-6110	\$ 43.62	76065	1/23/2015
33919	11/13/2014	EQUIPMENT MAINTENANCE	01-05-7670	\$ 113.42	76065	1/23/2015

		DIGITAL CONNECTIONS INC		\$ 419.28		
		DREXEL TECHNOLOGIES				
375647	1/12/2015	MAINTENANCE CARTRIDGE	01-16-6090	\$ 102.50	76103	2/5/2015
		LARGE FORMAT PLOTTER				

		DREXEL TECHNOLOGIES		\$ 102.50		
		DRS. HAWKS, BESLER & ROGE				
27805-A	1/13/2015	EYE BENEFITS	01-16-5120	\$ 184.40	76104	2/5/2015

		DRS. HAWKS, BESLER & ROG		\$ 184.40		
		ENVISON TECHNOLOGY GROUP				
3610	1/5/2015	PROFESSIONAL SERVICES	01-09-7740	\$ 540.00	76087	2/3/2015
		TONE & LABEL DATA CABLES				

		ENVISON TECHNOLOGY GROUP		\$ 540.00		
		FOULSTON SIEKIN				
397459	10/3/2014	WATER RIGHT REVIEW	20-14-7710	\$ 330.00	213957	1/16/2015
		FOULSTON SIEKIN				
401527	1/5/2015	WATER RIGHT REVIEW	20-14-7710	\$ 2,250.00	213957	1/16/2015

		FOULSTON SIEKIN		\$ 2,580.00		

INVOICE NO	DATE	VENDOR/DESCRIPTION	GL ACCT #	AMOUNT	CK #	CK DATE
1673	1/10/2015	FRED TRENTADUE DEPOSIT REFUND COMMUNITY CENTER	01-00-2050	\$ 175.00	76105	2/5/2015
		FRED TRENTADUE		\$ 175.00		
247483	1/9/2015	GERKEN RENT-ALL PORTABLE RESTROOM RENTAL	01-03-7240	\$ 65.00	76106	2/5/2015
		GERKEN RENT-ALL		\$ 65.00		
3682131	1/6/2015	HAWKINS INC POLYMER	25-15-6340	\$ 2,070.00	76075	1/29/2015
3682131	1/6/2015	FREIGHT	25-15-6340	\$ 10.00	76075	1/29/2015
3682131	1/6/2015	FUEL SURCHARGE	25-15-6340	\$ 26.50	76075	1/29/2015
		HAWKINS INC		\$ 2,106.50		
		HD SUPPLY WATERWORKS, LTD				
D367818	1/9/2015	HYMAX COUPLING	20-14-6330	\$ 896.06	76107	2/5/2015
D414614	1/19/2015	FIRE HYDRANT REPAIR	20-14-6310	\$ 181.77	76107	2/5/2015
D414614	1/19/2015	FIRE HYDRANT REPAIR	20-14-6310	\$ 23.37	76107	2/5/2015
D414640	1/6/2015	FIRE HYDRANT LOWER ROD	20-14-6310	\$ (177.86)	76107	2/5/2015
D414640	1/6/2015	SHIPPING	20-14-6330	\$ (23.43)	76107	2/5/2015
D439738	1/15/2015	8" HYMAX COUPLING	20-14-6330	\$ 466.82	76107	2/5/2015
D439738	1/15/2015	6" HYMAX COUPLING	20-14-6330	\$ 413.48	76107	2/5/2015
D439738	1/15/2015	4" HYMAX COUPLING	20-14-6330	\$ 312.22	76107	2/5/2015
		HD SUPPLY WATERWORKS, LT		\$ 2,092.43		
		HERITAGE TRACTOR, INC				
1403466	1/14/2015	U JOINT	01-03-7670	\$ 39.26	76108	2/5/2015
1403466	1/14/2015	SHIPPING	01-03-7670	\$ 8.00	76108	2/5/2015
1406402	1/27/2015	GAUGE CLUSTER PANEL PANEL CABLE	01-03-7670	\$ 17.62	76108	2/5/2015
1406402	1/27/2015	GAUGE CLUSTER PANEL PANEL CABLE	01-03-7670	\$ 179.58	76108	2/5/2015
		HERITAGE TRACTOR, INC		\$ 244.46		
		HOEFER WYSOCKI ARCHITECTS				
E3	12/31/2014	REIMBURSABLE EXPENSE	31-31-7730	\$ 452.46	76066	1/23/2015 E
E3	12/31/2014	CIVIC CENTER FEASIBILITY	31-31-7730	\$ 16,000.00	76066	1/23/2015 E
		HOEFER WYSOCKI ARCHITECT		\$ 16,452.46		
		INSITUFORM TECHNOLOGIES U				
141612	12/15/2014	2014 CDBG	75-00-7740	\$ 99,311.70	76067	1/23/2015
		INSITUFORM TECHNOLOGIES		\$ 99,311.70		
		INTERNAL REVENUE SERVICE				
PR20150116	1/16/2015	FED/FICA TAX	01-00-2020	\$ 16,486.95	1282631	1/23/2015 E
PR20150116	1/16/2015	FED/FICA TAX	20-00-2020	\$ 1,401.36	1282631	1/23/2015 E
PR20150116	1/16/2015	FED/FICA TAX	25-00-2020	\$ 1,088.71	1282631	1/23/2015 E
		INTERNAL REVENUE SERVICE		\$ 18,977.02		

INVOICE NO	DATE	VENDOR/DESCRIPTION	GL ACCT #	AMOUNT	CK #	CK DATE
150502	2/5/2015	JEFF RUPP PHONE REIMBURSEMENT Feb-15	01-13-7622	\$ 30.00	76109	2/5/2015
		JEFF RUPP		\$ 30.00		
150901	1/9/2015	JIM HENDERSHOT VERIZON REIMBURSEMENT JAN. 2015	01-16-7622	\$ 30.00	213967	1/20/2015
		JIM HENDERSHOT		\$ 30.00		
152801	1/28/2015	JO COUNTY POLICE CHIEF'S MEMBERSHIP DUES 2015	01-05-7630	\$ 125.00	76110	2/5/2015
		JO COUNTY POLICE CHIEF'S		\$ 125.00		
178676	1/21/2015	JOHNSON COUNTY TOPSOIL REGULAR TOPSOIL	01-03-6330	\$ 57.00	76111	2/5/2015
178678	1/21/2015	FRIENDSHIP PARK/CIVIC CE REGULAR TOPSOIL	01-03-6330	\$ 57.00	76111	2/5/2015
178679	1/21/2015	FRIENDSHIP PARK/CIVIC CE REGULAR TOPSOIL	01-03-6330	\$ 57.00	76111	2/5/2015
178681	1/21/2015	REGULAR TOPSOIL	01-03-6330	\$ 57.00	76111	2/5/2015
178683	1/21/2015	FRIENDSHIP PARK/CIVIC CE REGULAR TOPSOIL	01-03-6330	\$ 57.00	76111	2/5/2015
178687	1/22/2015	FRIENDSHIP PARK/CIVIC CE REGULAR TOPSOIL	01-03-6330	\$ 171.00	76111	2/5/2015
178696	1/23/2015	REGULAR TOPSOIL	01-03-6330	\$ 228.00	76111	2/5/2015
178727	1/27/2015	REGULAR TOPSOIL	01-03-6330	\$ 228.00	76111	2/5/2015
178743	1/28/2015	REGULAR TOPSOIL	01-03-6330	\$ 171.00	76111	2/5/2015
		JOHNSON COUNTY TOPSOIL		\$ 1,083.00		
SA9F4/00	1/13/2015	JSC INC WEAPONS/AMMO	01-05-6310	\$ 3,819.90	76112	2/5/2015
		JSC INC		\$ 3,819.90		
128470	1/13/2015	KA-COMM, INC. POWER ADAPTER	01-05-7670	\$ 139.95	76113	2/5/2015
128493	1/15/2015	EMERGENCY LIGHTS FOR UNI	01-05-7670	\$ 110.88	76113	2/5/2015
128644	1/23/2015	EMERGENCY LIGHT FOR UNIT	01-05-7670	\$ 574.10	76113	2/5/2015
		KA-COMM, INC.		\$ 824.93		
150901	1/15/2015	KANSAS ASSOC OF COURT MNG ANNUAL MEMBERSHIP DUES F KACM	01-06-7630	\$ 50.00	76076	1/29/2015
		KANSAS ASSOC OF COURT MN		\$ 50.00		
15-540	12/15/2014	KANSAS MAYORS ASSOCIATION 2015 KS MAYORS ASSOC DUE	01-07-7630	\$ 50.00	76077	1/29/2015
		KANSAS MAYORS ASSOCIATIO		\$ 50.00		

INVOICE NO	DATE	VENDOR/DESCRIPTION	GL ACCT #	AMOUNT	CK #	CK DATE
13-628	12/5/2014	KANSAS MUNICIPAL INS TRUS WORKERS' COMPENSATION INSURANCE PREMIUM 2015	01-09-7130	\$ 29,565.50	76114	2/5/2015
13-628	12/5/2014	WORKERS' COMPENSATION INSURANCE PREMIUM 2015	20-14-7130	\$ 14,782.75	76114	2/5/2015
13-628	12/5/2014	WORKERS' COMPENSATION INSURANCE PREMIUM 2015	25-15-7130	\$ 14,782.75	76114	2/5/2015
		KANSAS MUNICIPAL INS TRU		\$ 59,131.00		
PR20150116	1/16/2015	KANSAS PAYMENT CNTR CHILD SUPPORT 1	01-00-2040	\$ 158.31	76062	1/23/2015
		KANSAS PAYMENT CNTR		\$ 158.31		
141212	12/12/2014	KATHERINE DAVIDSON EDUCATION REIMB DAVIDSON	01-08-7650	\$ 546.00	76068	1/23/2015
		KATHERINE DAVIDSON		\$ 546.00		
7170152801	1/28/2015	KCP&L (18095 W 199TH ST) ELECTRIC SERVICE 18095 W 199TH ST SIREN	01-02-7626	\$ 19.50	76115	2/5/2015
		KCP&L (18095 W 199TH ST)		\$ 19.50		
6008152801	1/28/2015	KCP&L (18539 WOODLAND RD) ELECTRIC SERVICE 18539 WOODLAND RD	25-15-7626	\$ 144.12	76116	2/5/2015
		KCP&L (18539 WOODLAND RD)		\$ 144.12		
1178152801	1/28/2015	KCP&L (18700 W 191ST ST) ELECTRIC SERVICE 18700 W 191TH ST	25-15-7626	\$ 169.54	76117	2/5/2015
		KCP&L (18700 W 191ST ST)		\$ 169.54		
PR20150116	1/16/2015	KP&F KP&F KP&F	01-00-2030	\$ 6,480.24	1282633	1/23/2015 E
		KP&F		\$ 6,480.24		
PR20150116	1/16/2015	KPERS KPERS pre 7/09	01-00-2030	\$ 4,302.03	1282630	1/23/2015 E
PR20150116	1/16/2015	KPERS pre 7/09	20-00-2030	\$ 689.52	1282630	1/23/2015 E
PR20150116	1/16/2015	KPERS pre 7/09	25-00-2030	\$ 337.67	1282630	1/23/2015 E
PR20150116	1/16/2015	KPERS post 7/09	01-00-2030	\$ 2,363.41	1282630	1/23/2015 E
PR20150116	1/16/2015	KPERS post 7/09	20-00-2030	\$ 190.22	1282630	1/23/2015 E
PR20150116	1/16/2015	KPERS post 7/09	25-00-2030	\$ 524.06	1282630	1/23/2015 E
PR20150116	1/16/2015	KPERS D&D	01-00-2030	\$ 365.99	1282630	1/23/2015 E
PR20150116	1/16/2015	KPERS D&D	20-00-2030	\$ 48.30	1282630	1/23/2015 E
PR20150116	1/16/2015	KPERS D&D	25-00-2030	\$ 47.32	1282630	1/23/2015 E
		KPERS		\$ 8,868.52		

INVOICE NO	DATE	VENDOR/DESCRIPTION	GL ACCT #	AMOUNT	CK #	CK DATE
15-159	11/21/2014	KS ASSOCIATION CITY MGMT 2015 KACM MEMBERSHIP DUE	01-01-7630	\$ 70.00	76078	1/29/2015
		KS ASSOCIATION CITY MGMT		\$ 70.00		
151501	1/15/2015	KS DEPT OF HEALTH/ENVIRON ANALYTICAL LAB SERVICES	20-14-7240	\$ 674.00	76118	2/5/2015
		KS DEPT OF HEALTH/ENVIRO		\$ 674.00		
152501	1/25/2015	KS DEPT OF REV DECEMBER SALES TAX	20-00-2060	\$ 1,432.18	1282638	1/29/2015 E
		KS DEPT OF REV		\$ 1,432.18		
150502	2/5/2015	KS STATE TREASURER SERIES 2013A	02-00-9110	\$ 23,927.50	76119	2/5/2015
150502B	2/5/2015	SERIES 2009B	02-00-9110	\$ 126,796.25	76119	2/5/2015
150502C	2/5/2015	SERIES 2008B	02-00-9110	\$ 5,270.00	76119	2/5/2015
150502D	2/5/2015	SERIES 2007A	02-00-9110	\$ 70,537.50	76119	2/5/2015
150502E	2/5/2015	SERIES 2008A	02-00-9110	\$ 116,050.00	76119	2/5/2015
150502F	2/5/2015	SERIES 2011A	02-00-9110	\$ 68,062.50	76119	2/5/2015
150502G	2/5/2015	SERIES 2012B	02-00-9110	\$ 55,900.01	76119	2/5/2015
		KS STATE TREASURER		\$ 466,543.76		
11502	2/15/2015	KS WATER PROTECTION FEE 4TH QTR WATER PORTECTION	20-14-7220	\$ 1,808.30	76120	2/5/2015
		KS WATER PROTECTION FEE		\$ 1,808.30		
PR20150116	1/16/2015	KS WITHHOLDING TAX STATE TAX	01-00-2020	\$ 2,249.70	1282629	1/23/2015 E
PR20150116	1/16/2015	STATE TAX	20-00-2020	\$ 156.96	1282629	1/23/2015 E
PR20150116	1/16/2015	STATE TAX	25-00-2020	\$ 129.24	1282629	1/23/2015 E
		KS WITHHOLDING TAX		\$ 2,535.90		
4CX00030	12/31/2014	L & K GROUP HOLDINGS, LLC SLUDGE DISPOSAL FEE DEC.2014	25-15-7628	\$ 4,349.72	213958	1/16/2015
		L & K GROUP HOLDINGS, LL		\$ 4,349.72		
15-114	12/1/2014	LEAGUE OF KS MUNICIPALITI MEMBERSHIP DUES	01-09-7630	\$ 2,767.00	76079	1/29/2015
15-114	12/1/2014	SUBSCRIPTION KS GOV JOUR	01-09-7630	\$ 160.00	76079	1/29/2015
		LEAGUE OF KS MUNICIPALIT		\$ 2,927.00		
153001	1/30/2015	MADISON AVENUE PERFORMING SPONSORSHIP	01-10-7750	\$ 100.00	76121	2/5/2015
		MADISON AVENUE PERFORMIN		\$ 100.00		

INVOICE NO	DATE	VENDOR/DESCRIPTION	GL ACCT #	AMOUNT	CK #	CK DATE
SC01150507	12/31/2014	MAJESTIC FRANCHSING CLEANING SERVICE POLICE DEPT	01-05-7610	\$ 240.00	213959	1/16/2015
SC08140539	8/1/2014	CLEANING SERVICES CIVIC CENTER	01-17-7610	\$ 995.00	214025	1/29/2015
		MAJESTIC FRANCHSING		----- \$ 1,235.00		
		METLIFE SMALL BUSINESS CE				
150102	2/1/2015	METLIFE PREMIUM FEB.2015	01-05-5120	\$ 157.72	76122	2/5/2015
150102	2/1/2015	METLIFE PREMIUM FEB.2015	01-02-5120	\$ 34.46	76122	2/5/2015
150102	2/1/2015	METLIFE PREMIUM FEB.2015	20-14-5120	\$ 34.46	76122	2/5/2015
150102	2/1/2015	METLIFE PREMIUM FEB.2015	01-03-5120	\$ 34.46	76122	2/5/2015
150102	2/1/2015	METLIFE PREMIUM FEB.2015	01-11-5120	\$ 33.88	76122	2/5/2015
150102	2/1/2015	METLIFE PREMIUM FEB.2015	01-08-5120	\$ 22.78	76122	2/5/2015
150102	2/1/2015	METLIFE PREMIUM FEB.2015	01-18-5120	\$ 6.13	76122	2/5/2015
150102	2/1/2015	METLIFE PREMIUM FEB.2015	01-01-5120	\$ 11.10	76122	2/5/2015
150102	2/1/2015	METLIFE PREMIUM FEB.2015	01-13-5120	\$ 22.78	76122	2/5/2015
150102	2/1/2015	METLIFE PREMIUM FEB.2015	01-16-5120	\$ 42.26	76122	2/5/2015
150102	2/1/2015	METLIFE PREMIUM FEB.2015	25-15-5120	\$ 33.88	76122	2/5/2015
150102	2/1/2015	METLIFE PREMIUM FEB.2015	01-17-5120	\$ 11.68	76122	2/5/2015
		METLIFE SMALL BUSINESS C		----- \$ 445.59		
1718	1/3/2015	MICKIE BALDWIN DEPOSIT REFUND COMMUNITY CENTER	01-00-2050	\$ 75.00	76123	2/5/2015
		MICKIE BALDWIN		----- \$ 75.00		
5529737	1/10/2015	MICRO CENTER CABLING SUPPLIES	01-09-6110	\$ 75.97	76124	2/5/2015
		MICRO CENTER		----- \$ 75.97		
150601	1/6/2015	MICROCOMM TELEMETRY SERVICE PLAN SC0392	20-14-6130	\$ 2,150.00	76125	2/5/2015
150601	1/6/2015	TELEMETRY SERVICE PLAN SC0392	25-15-6130	\$ 2,150.00	76125	2/5/2015
		MICROCOMM		----- \$ 4,300.00		

INVOICE NO	DATE	VENDOR/DESCRIPTION	GL ACCT #	AMOUNT	CK #	CK DATE
1201515	1/27/2015	MID AMERICA TITLE COMPANY POLICE FACILITY TITLE INSURANCE	01-09-7130	\$ 750.00	76126	2/5/2015
		MID AMERICA TITLE COMPAN		\$ 750.00		
40509	1/8/2015	MOWER DOCTOR HYDRAULIC FILTERS	01-03-7670	\$ 28.00	213968	1/20/2015
40509	1/8/2015	DRIVE BELT	01-03-7670	\$ 118.86	213968	1/20/2015
40509	1/8/2015	DECK BELT	01-03-7670	\$ 151.40	213968	1/20/2015
40509	1/8/2015	DECK BELT -SMALL	01-03-7670	\$ 102.68	213968	1/20/2015
		MOWER DOCTOR		\$ 400.94		
298339	1/15/2015	NAPA SPRING HILL, LLC HYDRAULIC FILTER	01-03-7670	\$ 77.99	76127	2/5/2015
298552	1/21/2015	OPERATING SUPPLIES	25-15-6360	\$ 99.99	76127	2/5/2015
298553	1/21/2015	EQUIPMENT	20-14-6360	\$ 135.98	76127	2/5/2015
		NAPA SPRING HILL, LLC		\$ 313.96		
61431001	1/22/2015	NAVRAT'S OFFICE PRODUCTS MONTHLY BILLING STATEMEN	20-14-6120	\$ 715.00	76128	2/5/2015
69973001	1/22/2015	OFFICE SUPPLIES	01-09-6110	\$ 101.25	76128	2/5/2015
		NAVRAT'S OFFICE PRODUCTS		\$ 816.25		
312167	1/21/2015	NIFFIE PRINTING NO.10 REGULAR ENVELOPES	01-05-6120	\$ 56.25	76129	2/5/2015
312169	1/22/2015	WARNING CITATIONS	01-06-6110	\$ 252.32	76129	2/5/2015
		NIFFIE PRINTING		\$ 308.57		
272789	1/5/2015	OFFICE MAX OFFICE SUPPLIES	01-09-6110	\$ 43.50	213969	1/20/2015
322426	1/6/2015	OFFICE SUPPLIES	01-13-6110	\$ 85.51	213969	1/20/2015
322426	1/6/2015	OFFICE SUPPLIES	01-03-6110	\$ 15.34	213969	1/20/2015
466937	1/12/2015	OFFICE SUPPLIES	01-09-6110	\$ 266.01	213969	1/20/2015
467317	1/12/2015	OFFICE SUPPLIES	01-09-6110	\$ 14.74	213969	1/20/2015
568364	1/15/2015	OFFICE SUPPLIES	01-09-6110	\$ 111.37	214031	2/3/2015
		OFFICE MAX		\$ 536.47		
099482 00	1/13/2015	OLATHE WINWATER WORKS FOAM INSULATORS	20-14-6320	\$ 90.00	76130	2/5/2015
099760 00	1/23/2015	ASSORTED WATER MAIN REPA PARTS	20-14-6330	\$ 472.92	76130	2/5/2015
		OLATHE WINWATER WORKS		\$ 562.92		
51940	12/29/2014	OVERLAND PARK CHAMBER JO CO CONVENER	01-10-7750	\$ 75.00	76080	1/29/2015
52009	1/7/2015	JO CO CONVENER	01-10-7750	\$ 15.00	76080	1/29/2015
		OVERLAND PARK CHAMBER		\$ 90.00		

INVOICE NO	DATE	VENDOR/DESCRIPTION	GL ACCT #	AMOUNT	CK #	CK DATE
24961	1/30/2015	PHELPS ENGINEERING, INC EST.OF WOLF CREEK BD ENGINEERING	80-00-7730	\$ 8,739.10	76131	2/5/2015
		PHELPS ENGINEERING, INC		\$ 8,739.10		
		PONZER - YOUNGQUIST				
143112	12/31/2014	WOLF CREEK	01-16-7730	\$ 205.16	213960	1/16/2015
143112	12/31/2014	SPRING HILL DAM	20-14-7730	\$ 270.00	213960	1/16/2015
143112	12/31/2014	EST OF WOLF CREEK	80-00-7730	\$ 423.00	213960	1/16/2015
143112	12/31/2014	WILSON PH 3	76-00-7730	\$ 423.00	213960	1/16/2015
143112	12/31/2014	QUARTERLY PROJECT MTG	01-09-7730	\$ 220.50	213960	1/16/2015
143112	12/31/2014	LINCOLN STREET	01-02-7730	\$ 135.00	213960	1/16/2015
143112	12/31/2014	SH GOLF COURSE	20-14-7730	\$ 71.80	213960	1/16/2015
143112	12/31/2014	PRAIRIE RIDGE 1B	01-16-7730	\$ 153.00	213960	1/16/2015
143112	12/31/2014	BROOKWOOD FARMS	01-16-7730	\$ 136.85	213960	1/16/2015
143112	12/31/2014	TRAFFIC SAFETY COMMITTEE	01-16-7730	\$ 153.00	213960	1/16/2015
		PONZER - YOUNGQUIST		\$ 2,191.31		
		PRAXAIR DISTRIBUTION INC. CYLINDER RENTAL	01-02-7660	\$ 98.25	76069	1/23/2015
		PRAXAIR DISTRIBUTION INC		\$ 98.25		
		PUR - O - ZONE				
655566	1/23/2015	PAPER TOWELS	01-17-7610	\$ 384.96	76132	2/5/2015
655566	1/23/2015	SOAP	01-17-7610	\$ 82.00	76132	2/5/2015
655566	1/23/2015	TRASHCAN LINERS	01-17-7610	\$ 47.10	76132	2/5/2015
655566	1/23/2015	SHIPPING	01-17-7610	\$ 3.50	76132	2/5/2015
		PUR - O - ZONE		\$ 517.56		
		QUILL				
9401227	1/12/2015	OFFICE SUPPLIES	01-05-6110	\$ 9.99	76081	1/29/2015
9415836	1/12/2015	OFFICE SUPPLIES	01-05-6110	\$ 71.98	76081	1/29/2015
9506623	1/14/2015	OFFICE SUPPLIES	01-05-6110	\$ 25.99	76081	1/29/2015
9065249	12/31/2014	OFFICE SUPPLIES P.D.	01-05-6110	\$ 17.98	76133	2/5/2015
9075504	12/31/2014	OFFICE SUPPLIES P.D.	01-05-6110	\$ 35.98	76133	2/5/2015
		QUILL		\$ 161.92		
		REEVES-WIEDEMAN COMPANY FULL FACE RUBBER GASKET	01-12-7670	\$ 3.19	213970	1/20/2015
		REEVES-WIEDEMAN COMPANY		\$ 3.19		
		REJIS COMMISSION				
INV0040006	1/14/2015	LEWEB SUBSCRIPTION SERVI	01-05-7630	\$ 39.86	76134	2/5/2015
		REJIS COMMISSION		\$ 39.86		

INVOICE NO	DATE	VENDOR/DESCRIPTION	GL ACCT #	AMOUNT	CK #	CK DATE
1602	1/17/2015	ROXIE FLOYD DEPOSIT REFUND COMMUNITY CENTER	01-00-2050	\$ 75.00	76135	2/5/2015
		ROXIE FLOYD		\$ 75.00		
151301	1/13/2015	RURAL WATER DISTRICT #2 M 2013 MINIMUM PAYMENT	20-14-7200	\$ 53,821.65	76088	2/3/2015
151301	1/13/2015	2014 MINIMUM PAYMENT	20-14-7200	\$ 51,690.60	76088	2/3/2015
51022020-5	2/2/2015	JAN.2015 WATER PURCHASE	20-14-7200	\$ 23,432.29	76136	2/5/2015
		RURAL WATER DISTRICT #2		\$ 128,944.54		
5746	1/22/2015	SAVAGE COMMUNICATIONS ELECTRIC/CABLE REROUTING	01-09-7740	\$ 865.32	76137	2/5/2015
		SAVAGE COMMUNICATIONS		\$ 865.32		
150501	1/5/2015	SIMPLIFILE RECORDINGS	01-00-2400	\$ 800.00	214032	2/3/2015
		SIMPLIFILE		\$ 800.00		
0194034-IN	1/26/2015	SIRCHIE FINGER PRINT LAB. TEST KITS	01-05-6090	\$ 117.97	76138	2/5/2015
		SIRCHIE FINGER PRINT LAB		\$ 117.97		
150502	2/5/2015	SPRING HILL CEMETERY BOAR 2015 CEMETERY FUNDING	04-00-7210	\$ 10,000.00	76139	2/5/2015
		SPRING HILL CEMETERY BOA		\$ 10,000.00		
1462-3511C	1/1/2015	SPRING HILL CHAMBER 2015 MEMBERSHIP DUES	01-09-7630	\$ 1,000.00	76140	2/5/2015
		SPRING HILL CHAMBER		\$ 1,000.00		
12312014	12/31/2014	SPRING HILL OIL (CITY) GAS-WATER DEPT	20-14-6140	\$ 414.80	213961	1/16/2015
12312014	12/31/2014	FUEL/OIL	25-15-6140	\$ 391.52	213961	1/16/2015
		PULIC WORKS				
12312014	12/31/2014	STREET DEPT	01-02-6140	\$ 974.10	213961	1/16/2015
12312014	12/31/2014	PROPANE- WASTEWATER	25-15-7624	\$ 170.91	213961	1/16/2015
12312014	12/31/2014	PARKS	01-03-6140	\$ 347.41	213961	1/16/2015
		SPRING HILL OIL (CITY)		\$ 2,298.74		
338307	1/2/2015	SPRING HILL VETERINARY CL CONTRACTUAL SERVICES	01-18-7740	\$ 45.00	76082	1/29/2015
		SPRING HILL VETERINARY C		\$ 45.00		

INVOICE NO	DATE	VENDOR/DESCRIPTION	GL ACCT #	AMOUNT	CK #	CK DATE
		STATE OF KANSAS/DEPT OF H				
153101	1/31/2015	KDHE WATER LOAN-2367	20-14-9010	\$ 44,402.28	76083	1/29/2015
153101	1/31/2015	KDHE WATER LOAN-2367	20-14-9110	\$ 19,408.50	76083	1/29/2015
153101	1/31/2015	KDHE WATER LOAN-2367	20-14-9210	\$ 1,980.46	76083	1/29/2015
152001	1/20/2015	PROJECT C201525-01	25-15-9010	\$ 117,491.77	76141	2/5/2015
152001	1/20/2015	PROJECT C201525-01	25-15-9110	\$ 27,694.45	76141	2/5/2015
152001	1/20/2015	PROJECT C201525-01	25-15-9210	\$ 2,123.81	76141	2/5/2015

		STATE OF KANSAS/DEPT OF		\$ 213,101.27		
		SUDDENLINK				
142112	12/21/2014	COMMUNICATIONS	01-09-7622	\$ 1,700.00	76142	2/5/2015
142112	12/21/2014	COMMUNICATIONS	25-15-7622	\$ 400.00	76142	2/5/2015
142112	12/21/2014	COMMUNICATIONS	01-05-7622	\$ 400.00	76142	2/5/2015
142112	12/21/2014	COMMUNICATIONS	01-13-7622	\$ 400.00	76142	2/5/2015
142112	12/21/2014	COMMUNICATIONS	01-09-7622	\$ 1,813.33	76142	2/5/2015
142112	12/21/2014	COMMUNICATIONS	25-15-7622	\$ 426.67	76142	2/5/2015
142112	12/21/2014	COMMUNICATIONS	01-05-7622	\$ 426.67	76142	2/5/2015
142112	12/21/2014	COMMUNICATIONS	01-13-7622	\$ 554.21	76142	2/5/2015
152101	1/21/2015	COMMUNICATIONS	01-09-7622	\$ 1,700.00	76142	2/5/2015
152101	1/21/2015	COMMUNICATIONS	25-15-7622	\$ 400.00	76142	2/5/2015
152101	1/21/2015	COMMUNICATIONS	01-05-7622	\$ 400.00	76142	2/5/2015
152101	1/21/2015	COMMUNICATIONS	01-13-7622	\$ 413.78	76142	2/5/2015

		SUDDENLINK		\$ 9,034.66		
		SUMMIT SUPPLY CORPORATION				
76249	1/13/2015	EASY REACH TOOLS	01-03-6360	\$ 88.00	76143	2/5/2015
76249	1/13/2015	REFILL BAGS	01-03-6330	\$ 164.00	76143	2/5/2015
76249	1/13/2015	SHIPPING	01-03-6330	\$ 45.00	76143	2/5/2015

		SUMMIT SUPPLY CORPORATIO		\$ 297.00		
		TEAGUE ELECTRIC				
3254	12/29/2014	ELECTRIC GENERATOR	78-00-8110	\$ 844.82	213962	1/16/2015

		TEAGUE ELECTRIC		\$ 844.82		
		TG TECHNICAL SERVICES				
9090	12/4/2014	MULTI-GAS DETECTOR	25-15-6360	\$ 345.00	76070	1/23/2015
9273	1/14/2015	GAS DETECTOR	01-02-7670	\$ 215.00	76144	2/5/2015

		TG TECHNICAL SERVICES		\$ 560.00		
		THE ACADEMY MARTIAL ARTS				
2334889	1/26/2015	DEFENSIVE TACTIC TRAININ FOR LEO	01-05-7640	\$ 250.00	76145	2/5/2015

		THE ACADEMY MARTIAL ARTS		\$ 250.00		
		TIFFANY KNAEBEL				
1814	1/3/2015	DEPOSIT REFUND CIVIC CENTER	01-00-2050	\$ 75.00	76146	2/5/2015

		TIFFANY KNAEBEL		\$ 75.00		

INVOICE NO	DATE	VENDOR/DESCRIPTION	GL ACCT #	AMOUNT	CK #	CK DATE
1813	1/16/2015	TYLER KINNEY DEPOSIT REFUND COMMUNITY CENTER	01-00-2050	\$ 75.00	76147	2/5/2015
		TYLER KINNEY		\$ 75.00		
152001	1/20/2015	U S POSTMASTER POSTAGE METER ACCOUNT	20-14-6020	\$ 15,000.00	76061	1/20/2015
152101	1/15/2015	P.O. BOX RENTAL	01-09-6090	\$ 140.00	76084	1/29/2015
		U S POSTMASTER		\$ 15,140.00		
269899647	1/8/2015	US BANK LANIER MPC 4502 COPIER	01-09-6130	\$ 266.65	76085	1/29/2015
		US BANK		\$ 266.65		
9737719091	12/23/2014	VERIZON WIRELESS TELEPHONE/COMMUNICATIONS	01-01-7622	\$ 51.61	213963	1/16/2015
9737719091	12/23/2014	TELEPHONE/COMMUNICATIONS	01-02-7622	\$ 68.60	213963	1/16/2015
9737719091	12/23/2014	TELEPHONE/COMMUNICATIONS	01-03-7622	\$ 51.61	213963	1/16/2015
9737719091	12/23/2014	TELEPHONE/COMMUNICATIONS	01-04-7622	\$ 61.61	213963	1/16/2015
9737719091	12/23/2014	TELEPHONE/COMMUNICATIONS	01-05-7622	\$ 693.78	213963	1/16/2015
9737719091	12/23/2014	TELEPHONE/COMMUNICATIONS	01-08-7622	\$ 51.61	213963	1/16/2015
9737719091	12/23/2014	TELEPHONE/COMMUNICATIONS	01-11-7622	\$ 183.24	213963	1/16/2015
9737719091	12/23/2014	TELEPHONE/COMMUNICATIONS	01-13-7622	\$ 51.61	213963	1/16/2015
9737719091	12/23/2014	TELEPHONE/COMMUNICATIONS	01-16-7622	\$ 92.87	213963	1/16/2015
9737719091	12/23/2014	TELEPHONE/COMMUNICATIONS	20-14-7622	\$ 71.61	213963	1/16/2015
9737719091	12/23/2014	TELEPHONE/COMMUNICATIONS	25-15-7622	\$ 123.23	213963	1/16/2015
		VERIZON WIRELESS		\$ 1,501.38		
151901	1/19/2015	WATER DISTRICT #7 WATER SERVICE 22785 W 220TH	25-15-7620	\$ 10.82	76148	2/5/2015
		WATER DISTRICT #7		\$ 10.82		
303639	1/15/2015	WES'S CAR WASH VEHICLE MAINT.	01-05-6150	\$ 100.00	76149	2/5/2015
		WES'S CAR WASH		\$ 100.00		
		***** REPORT TOTAL *****		\$ 1,139,482.68		

AGENDA ITEM REVIEW SHEET

TO: GOVERNING BODY
SUBMITTED BY: GLENDA GERRITY
MEETING DATE: FEBRUARY 6, 2015
DATE: FEBRUARY 12, 2015

Consent Item: Consideration of Special Event Permit: Spring Hill High School (SHHS) Students Against Destructive Decisions (SADD) 5K Bronco Stampede

Background: SHHS SADD is sponsoring a 5K on May 2, 2015 at the City Park. This event requires a Special Event Permit. Because of advertising and coordinating with appropriate City staff early, SHHS staff elected to apply early. SHHS staff understands at the time of the event, the event coordinator will work with the Police Chief, Fire Marshall, and Public Works Director to insure compliance.

Analysis: The Event Coordinator corresponded with the City Clerk and understands the requirements as set forth in Article 2, Chapter VII of the City of Spring Hill Municipal Code. The application for the event was accepted and has met all the necessary requirements needed in order to secure a permit from the Governing Body for their annual 5K Run/Walk on the morning of May 2, 2015.

Alternatives: N/A

Legal and Departmental Review: The City's representative for Property/Casualty Liability Insurance reported that the insurance requirements have been met.

The Street Department, Parks Department, Police Department, and Johnson County Fire District No. 2 reviewed the documents and have no issues to report.

Funding Review or Budgetary Impact: N/A

Recommendation: Approve the Special Event application as part of the consent agenda for the SHHS SADD 5K Bronco Stampede on May 2, 2015 from 5:30a.m. to 11:30a.m. at the City Park.

Attachments: 2015 Special Event Application
Permit

SPECIAL EVENT APPLICATION

Name of Event: SHHS SADD 5K Bronco Stampede

Name of Business/Sponsor/Organization: Students Against Destructive Decisions - Spring Hill High School

Type of Event: Run/Walk - 5K

Address / Vicinity of Proposed Event /Route: City Park - see attached route

Application Date: 11/18/14 Start Date: 5/2/15 End Date: 5/2/15

Hours of Event: 5:30 am to 11:30 am

APPLICANT / AUTHORIZED REPRESENTATIVE

Name: Stephanie Hojnacki/Renee Stallbaumer

Address: 19701 S Ridgeview Rd City: Spring Hill Zip: 66083

Phone: 913-592-7377 Fax: 913-592-2847 Email: hojnackis@usd230.org

PROPERTY OWNER

Name: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

EVENT SUPERVISOR (If other than the applicant)

Name: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

ATTACHMENTS INCLUDED:

- ☒ List of Services requested to be provided by the City of Spring Hill
- ☒ Site Plan showing the location of proposed activities and structures in relation to existing buildings, parking areas, streets and property lines.
- ☒ Routes/Staging/Dispersal/Parking Plans
- ☐ If applicable, classification of dangerous and/or exotic animals
- ☒ Sponsoring Agency's Certificate of Insurance
- ☒ Operator's Certificate of Insurance
- ☐ Completed Release

I UNDERSTAND THAT THE FACILITIES FOR THIS EVENT MUST BE INSPECTED PRIOR TO THE COMMENCEMENT OF OPERATION AND MUST CONFORM TO ALL REGULATIONS OF THE CITY OF SPRING HILL AS DESCRIBED IN THE SPRING HILL MUNICIPAL CODE TO INCLUDE BUT NOT LIMITED TO THE NATIONAL ELECTRICAL CODE. I UNDERSTAND THAT FAILURE TO COMPLY WITH THESE MAY RESULT IN PERMISSION TO OPERATE BEING WITHHELD UNTIL ALL CODES ARE MET.


APPLICANT'S SIGNATURE

11/18/14
DATE

To the City Council Members:

The SADD organization would like to hold our Second Annual 5K Run/Walk on the morning of May 2nd, 2015. The plan is for the event set up to begin at 5:30 am and to end between 9:00 and 9:30 am. We will need to block off three intersections: the South and West drives at Washington and Nichols, the North and West drives at Washington and Hale, and the East drive at Jackson and Hale. We will use most of the park, but mainly the gazebo and south east corner of the park. There will be *no* restrictions to any community members before, during, or after the event.

The SADD organization is also requesting assistance from the city to provide the following items the day of the event:

1. 10-15 A-Framed barricades to block off the five aforementioned intersections
2. 16-20 orange traffic cones (or again the max the city has available)

The Spring Hill High School SADD organization is also requesting that the city fee of \$15 per day be waived as it is a school sponsored activity. We would also like permission to use either sidewalk chalk or spray-can chalk to mark out the attached route.

We appreciate your time in considering this and hope that we can have your support again this year for this great event!

Sincerely,



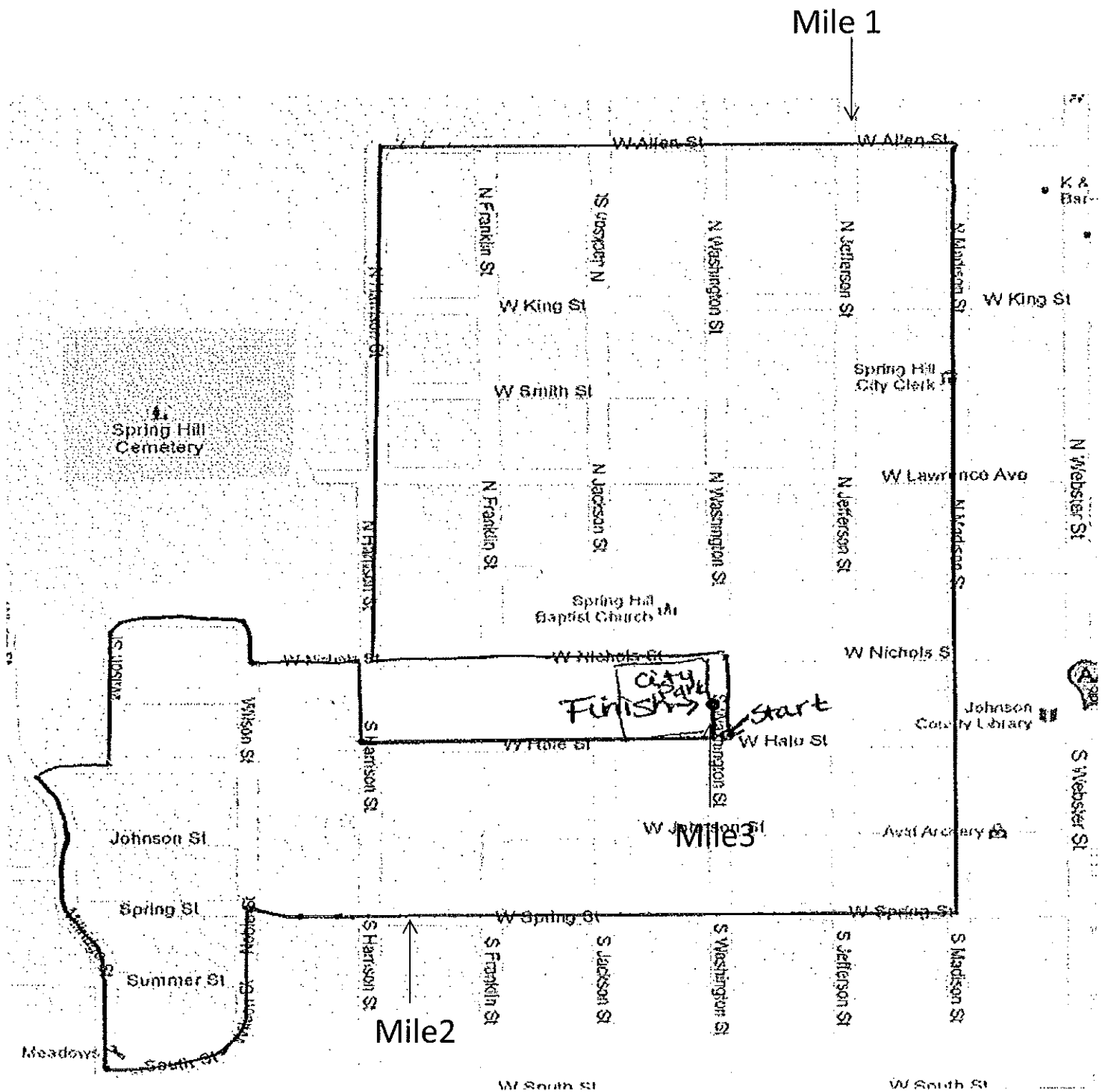
Stephanie Hojnacki



Renee Stallbaumer

SADD 5K Bronco Stampede

Distance: 3.17 miles or 5.1 KM



ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/11/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER CBIZ Ins. Svcs Inc. (PE) 11440 Tomahawk Creek Pkwy Leawood, KS 66211 913 234-1628		CONTACT NAME: Carol Duske PHONE (A/C, No, Ext): 913-234-1006 FAX (A/C, No): 913-234-1140 E-MAIL ADDRESS: cduske@cbliz.com																						
INSURED Spring Hill USD #230 101 E South St Spring Hill, KS 66083		<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A:</td> <td>Catlin Indemnity Co.</td> <td>24503</td> </tr> <tr> <td>INSURER B:</td> <td>Accident Fund Insurance Co of A</td> <td>10166</td> </tr> <tr> <td>INSURER C:</td> <td></td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </table>		INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Catlin Indemnity Co.	24503	INSURER B:	Accident Fund Insurance Co of A	10166	INSURER C:			INSURER D:			INSURER E:			INSURER F:		
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INSURER C:																								
INSURER D:																								
INSURER E:																								
INSURER F:																								

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			CNDKSEPP10412002	07/01/2014	07/01/2015	EACH OCCURRENCE \$1,000,000* DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000* GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			CNDKSCAP10413002	07/01/2014	07/01/2015	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000* BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$0			CNDKSEX10415002	07/01/2014	07/01/2015	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WCV6084559	07/01/2014	07/01/2015	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
A	Real & Personal Property			CNDKSEPP10412002	07/01/2014	07/01/2015	\$115,696,345

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

*Subject to Kansas Tort Claims Act

SADD & FFA are Additional Insureds as respects General Liability coverage when required by written agreement. The City of Spring Hill is an Additional Insured as respects General Liability coverage as respects the Spring Hill High School SADD/FAA 5K race.

CERTIFICATE HOLDER

CANCELLATION

City of Spring Hill 302 N. Jefferson Spring Hill, KS 66083	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE CBIZ Insurance Services, Inc.
---	---

INDEMNIFICATION STATEMENT [Waiver of Liability]

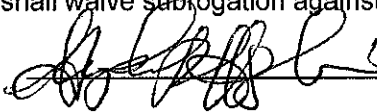
INTERMEDIATE FORM:

COMPARATIVE FORM INDEMNITY OBLIGATION WITH DEFENSE OBLIGATION

To the fullest extent permitted by law,

Stephanie Hojnacki/Renee Stallbaumer [hereafter referred to as OPERATOR and/or SPONSOR] shall indemnify, hold harmless and defend the city of Spring Hill, hereafter referred to as the CITY, and all of its appointed and elected officials, agents, officials and employees from and against all claims, damages, losses and expenses, including but not limited to reasonable attorneys' fees arising out of or resulting from the conduct or management of the Special Event, known as SHHS SADD 5K Bronco Stampede and any condition created in or about the Special Event or any accident, injury or damage whatsoever occurring in or at the Special Event, provided that any such claim, damage, loss or expense: (a) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, including loss of use resulting there from, and (b) is caused in whole or in part by any alleged act or omission of the OPERATOR / SPONSOR or anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether it is caused in part by the negligent act or omission of the CITY or any of its appointed and elected officials, agents, officials and employees. Notwithstanding the foregoing, the special event OPERATOR'S / SPONSOR'S obligation to indemnify the CITY or any of its appointed and elected officials, agents, officials and employees for any judgment, decree or arbitration award shall extend only to the percentage of negligence of the CITY in contributing to such claim, damage, loss and expense. In any and all claims against the CITY or any of its appointed and elected officials, agents, officials and employees, by any employee of the OPERATOR and/or SPONSOR, the indemnification obligation under this paragraph shall not be limited by any limitation on the amount or type of damages, compensation or benefits payable by or for OPERATOR and/or SPONSOR under workers compensation acts, disability benefit acts or other employee benefit acts. Such workers compensation policies or plans maintained on behalf of OPERATOR and/or SPONSOR shall waive subrogation against the CITY.

Date: 11/18/2014



Title

STATE OF KANSAS)

) SS.

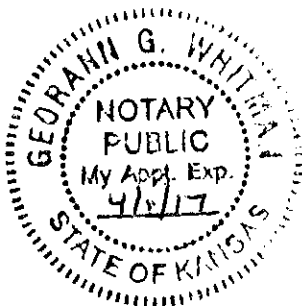
COUNTY OF Johnson)

SUBSCRIBED AND SWORN TO before me this 18th day of November, 2014.



Notary Public

My Appointment Expires: 4/1/17



City of Spring Hill Risk Management – Johnson County Fire Department
Public Safety Checklist – Public assemblages and events

Event name: SADD 5K Bronco Stampede

Event location: City Park - surrounding neighborhood

Event date: May 2, 2015

Contact person: Stephanie Hojnacki / Renee Stallbaumer

Contact person phone number: 913-592-7377 / 913-592-7379

The following items are the responsibility of the event organizer(s) to help ensure a safer event:

- Yes ☒ No ☐ A procedure is in place for reporting a fire or other emergency.
- Yes ☒ No ☐ A procedure is in place for notifying, relocating or evacuating occupants.
- Yes ☒ No ☐ Site plan is submitted showing the following:
- Assembly areas
 - Fire hydrant locations
 - Normal routes of fire department vehicle access (20 ft. wide minimum)
 - Main entrances / exits
- Yes ☒ No ☐ All drive aisles are designated as NO PARKING and maintained at a 20 foot minimum for emergency vehicle access.
- Yes ☐ No ☐ N/A ☒ Food vendors are being used.

If used, each food vendor must:

- Have a fire extinguisher with a minimum rating of 2A10BC.
- Ensure that any extension cord (2) used to power food production or other portable equipment is of a minimum 12-gauge size.

- Yes ☐ No ☐ N/A ☒ Food vendor locations are shown on the site plan.
- Yes ☐ No ☐ N/A ☒ Will liquor and/or cereal malt beverages be served at your event?
If yes, please contact the City Clerk's office at (913) 592-3664
- Yes ☒ No ☐ N/A ☐ Special Event Permit Application made

Date: 11/18/14

Signed: [Signature]

**CITY OF SPRING HILL, KANSAS
CERTIFICATE OF EVENT APPROVAL**



Event: SHHS SADD 5K Bronco Stampede

Event Address: City Park, 3 blocks west of Webster Street at the intersection of Hale & Washington

Sponsoring Organization: Students Against Destructive Decisions – Spring Hill High School

Address: 19701 S. Ridgeview Road, Spring Hill, KS 66083

Date and Times of Event: Saturday May 2, 2015, 5:30a.m. – 11:30a.m.

Type of Event: 5K Run/Walk

Route (if applicable): Attached

Additional Comments or Conditions: The applicant/organizers will work with the Spring Hill Street Department, Spring Hill Police Department and the Fire Department for traffic and temporary road closures during the event.

Issued by:

Mayor Date: _____

Attest:

City Clerk Date: _____

This form shall be in the possession of the applicant or their representative at the event site and shall be presented upon request to any officer of the Police Department prior to or during the event.

Traffic Control assistance is required and it is the responsibility of the applicant/sponsor to make arrangements for traffic signs or personnel as directed by the City of Spring Hill Police Department.

Participants shall disperse promptly at the end of the approved route.

Failure to adhere to requirements of conditions contained herein will render this approval void.

The City of Spring Hill, Kansas, shall be held harmless from any liability resulting from the conduct of this event.

AGENDA ITEM REVIEW SHEET

TO: GOVERNING BODY
SUBMITTED BY: JONATHAN ROBERTS, ACTING DIRECTOR OF PUBLIC WORKS
MEETING DATE: FEBRUARY 12, 2015
DATE: FEBRUARY 5, 2015

Issue: The Public Works Office Building Heating/Cooling Systems Failing

Background: The Public Works administration building does not have a central HVAC system. It has always been heated and cooled by two window or more descriptively, “*motel type*” of heating and cooling units. These units have never completely heated and cooled the entire building and recently one unit burned up and the other unit is about to give out but is currently still operating.

Analysis: In order to rectify the need to properly provide for building heating and cooling at the building, Public Works Building Maintenance personnel began a research of systems to provide adequate heating and cooling. During this research the one unit burned up and the second unit started making some of the same noises that preceded the failure of the first unit. Three proposals were received in accordance with the City’s Purchasing policy. The proposals received were as follows for the identical HVAC system sent out in our proposal requirements:

Comfort Designs	\$ 8,377.00
Guardian	\$10,279.15
A.B. May	\$12,310.00

Alternatives: This is an unbudgeted item that is being processed as a “*near emergency*” situation.

Legal Review: Completed by City Attorney.

Funding Review or Budgetary Impact: Unbudgeted. \$8,377.00

Recommendation: Motion to approve the proposal from Comfort Designs and award them the purchase and installation of a HVAC system; further authorizing and directing the Mayor to execute all relevant documents required for the purchase and installation of the HVAC system at the Public Works Administration Building according to the contract documents.

Attachments: Bid Tab, Proposals from Comfort Designs, Guardian Heating and Cooling and A.B. May; addendum for Comfort Design Contract.

CITY OF SPRING HILL, KS BID TAB

Owner CITY OF SPRING HILL, KANSAS

Project HVAC INSTALLATION

Received Bids @ PUBLIC WORKS

Date/Time: 1/29/2015

502 E NICHOLS, SPRING HILL, KS 66083

Bidder's Name and Address		COMFORT DESIGNS 913-592-4453 Po Box 453 Spring Hill, KS 66083		A.B. MAY 913-383-2222 2017 W 104 TH St Leawood, KS. 66206		GUARDIAN HEATING & COOLING 913-592-3333 PO Box 527 Spring Hill, KS 66083	
		BID SECURITY 5% BID BOND		BID SECURITY 5% BID BOND		BID SECURITY 5% BID BOND	
Item	Description	Quantity	Price	Total	Price	Total	Total
1.	FURNACE, COIL AND AIR CONDITIONER	1	\$ 8,377.00	\$ 8,377.00	\$ 12,310.00	\$ 12,310.00	\$ 10,279.15
TOTAL BID AMOUNT			\$ 8,377.00	\$ 8,377.00	\$	\$ 12,310.00	\$ 10,279.15



Heating & Air Conditioning, Inc.

PO Box 453
Spring Hill, KS 66083
(913) 592-4453
Fax (913) 686-2199

Proposal Submitted To

Work to be performed at

Name	City of Spring Hill, Public Works	Street	
Street	502 E. Nichols	City	State
City	Spring Hill	Date	1/12/2015
Telephone Number	913-244-3443 Tracey	Technician	William J. Jeffries
Email		Email	bill@comfortdesigns.net

We hereby propose to furnish the materials and perform the labor necessary for the installation of :

Furnace, coil and air conditioner

Installed \$7,789.00

- 13 SEER Air Conditioner (3 Ton)
- Matching evaporator coil
- 95 % Efficient Furnace
- All insulated supply ducting to ceiling registers to provide optimum air distribution in rooms
- Insulated return ducting to return locations
- locate AC unit on west side of building
- Route refrigerant lines and install new condenser pad for AC unit
- Route furnace flue. (intake and exhaust) to west side wall
- Route gas line from main line to furnace location
- Route PVC condensate drain line
- Install secondary safety drain pan and piping
- Electrical to equipment from main panel in office area
- Building Permit
- Vibration isolators
- Electrical safety disconnect at equipment locations
- Merv 10 easy access filtration cabinet
- Digital programmable thermostat
- 10 year limited parts warranty and 20 year heat exchanger warranty
- 1 year labor guaranty

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature _____

Date _____

Signature _____

Note --- This proposal may be withdrawn by us if not accepted within 30 days.

ADDENDUM

THIS ADDENDUM is made a part of the Bid Proposal by Comfort Designs Heating & Air Conditioning, Inc., a Kansas corporation (“Comfort”) to the City of Spring Hill, Kansas, (“City”) for providing and installing a furnace, coil, and air conditioner at the Spring Hill, Kansas, Public Works building located at 502 E. Nichols, Spring Hill, Kansas (which bid proposal, if and when accepted by City, as modified by this Addendum, is hereafter collectively referenced as the “Agreement”). Notwithstanding anything to the contrary in the bid proposal to which this Addendum is attached and made a part, Comfort and City agree that the terms and conditions of this Addendum shall control. Any conflict between all or any part of this Addendum and the bid proposal to which this Addendum is attached and made a part shall be resolved in favor of the application and enforcement of the terms and conditions in this Addendum.

1. **Termination.** Either party may terminate this Agreement at any time for any reason, or no reason at all, by delivering written notice of termination to the other party. In the event of termination, the City shall pay Comfort for the reasonable value of those goods and work, labor, and services rendered and provided to the date of delivery of the termination notice.
2. **Assignment.** This Agreement may not be assigned by either party without the prior written consent of the other party.
3. **Amendment or Modification of Agreement.** Any amendment or modification of this Agreement shall be made only in writing, signed by City and Comfort.
4. **Entire Agreement.** This Agreement constitutes the entire agreement between the City and Comfort on this subject, and as such is intended to be the exclusive statement of the promises, representations, and negotiations made in connection with the subject matter hereof.
5. **Time.** Time is of the essence of this Agreement.

6. **Waiver.** No waiver of any provision of this Agreement shall be effective unless agreed in writing by the party against whom such waiver is sought to be enforced. Waiver of any breach or default hereunder shall not constitute a waiver of any other default or breach, whether similar or otherwise.
7. **Applicable Law; Venue; Attorney Fees.** This Agreement is made in Kansas and is to be interpreted and enforced under Kansas law. Any litigation between the parties arising out of or related to this Agreement shall be brought only in the District Court of Johnson County, Kansas, and in no other court or location. In any such litigation, the prevailing party shall be entitled to an award of reasonable attorneys' fees and expenses incurred in the litigation.
8. **Compliance With Kansas Acts Against Discrimination, and Other Discrimination Laws.** To the extent applicable, with respect to all work, labor, services and personnel provided by Comfort under this Agreement, Comfort agrees to comply with the requirements of K.S.A. 44-1030 of the Kansas Acts Against Discrimination. Comfort also agrees to comply with all ADA, Civil Rights Act, and Age Discrimination and Employment Act (ADEA) requirements and obligations. Comfort agrees to indemnify and hold City harmless from any failure by Comfort to comply with all such requirements with respect to all work, labor, and services furnished by Comfort to City under this Agreement.
9. **Commercial General Liability Insurance.** Comfort shall procure and maintain, at its sole cost and expense, throughout the duration of this Agreement, commercial general liability insurance, with a minimum coverage of \$1,000,000 per occurrence and \$2,000,000 aggregate. This shall be a combined single limit of liability as respects bodily injury, personal injury, and property damage. The coverage, written on a post 1998 ISO occurrence form or equivalent, shall apply to all services furnished by Comfort to City. The policy shall include a severability of interest coverage and shall name City, its

officers, employees, Mayor, City Council Members, volunteers, and agents as an additional insured with respect to the work to be performed by personnel furnished by Comfort under this Agreement. Severability of interest and naming City, its officers, employees, Mayor, City Council Members, volunteers, and agents as additional insured shall be indicated on the certificate of insurance. Comfort agrees to waive its right of recovery against City for all claims and suits against City that are the subject of such insurance, and the insurers issuing the insurance, through policy endorsement, shall waive their right of subrogation against the City. The certificate of insurance must reflect the waiver of subrogation endorsement. The policy, through endorsement, must include wording which states that the policy shall be primary and non-contributing with respect to any insurance carried by the City. The certificate of insurance must reflect that the primary and non-contributing endorsement is included as an endorsement to the policy. Prior to furnishing any work, labor, services or goods to City under this Agreement, Comfort shall furnish to City a certificate of insurance, acceptable to City, including a signature of the authorized representative of the participating insurer, evidencing the coverage and endorsements required in this section. The certificate shall agree to provide City 10 day's prior written notice of any termination, cancellation, expiration, or material modification of the insurance coverage.

10. **Worker's Compensation Insurance.** Comfort shall procure and maintain, at its sole cost and expense, throughout the duration of this Agreement, worker's compensation insurance, with a minimum coverage of \$1,000,000 per accident, \$1,000,000 policy limit for disease, and \$1,000,000 for each employee for disease. Coverage shall apply to all Comfort employees providing work, labor, or services to City under this Agreement. Comfort agrees to waive its right of recovery against City for all claims and suits against City that are the subject of such insurance, and the insurers issuing the insurance, through policy endorsement, shall waive their right of subrogation against the City. Prior to

furnishing any work, labor, or services to City under this Agreement, Comfort shall furnish to City a certificate of insurance, acceptable to City, including a signature of the authorized representative of the participating insurer, evidencing the coverage and endorsements required in this section. The certificate shall agree to provide City 10 day's prior written notice of any termination, cancellation, expiration, or material modification of the insurance coverage. If Comfort uses any subcontractors or independent contractors to provide work, labor, or services to City in performance of this Agreement, then, prior to such subcontractors and independent contractors commencing work, labor or services at the City Public Works premises, Comfort shall provide City the same type certificate(s) of insurance as described above, acceptable to City, showing worker's compensation coverage for the employees of such subcontractors and independent contractors.

11. **Quality of Goods and Services Provided by Comfort under Agreement.** All work, labor, and services provided by Comfort under the Agreement shall be performed in a workmanlike manner. All equipment and goods provided by Comfort under the Agreement shall be of merchantable quality, and in good working order when installed and delivered to the City.
12. **2 Year Maintenance.** The "2 year maintenance" item referenced in the contract to which this Addendum is attached means 2 year maintenance of the equipment, including all material and workmanship, repair and replacement of equipment.
13. **Performance Bond.** The performance bond to be provided under the Agreement shall be provided and delivered to the City prior to the commencement of any work under the Agreement, and shall be in a form and amount, and with an insurance company, reasonably satisfactory to City. The form of the performance bond shall be approved by the City Attorney.

14. **Completion Date.** The goods and work, labor, and services to be provided by Comfort under this Agreement shall be provided, and installation shall be completed, no later than _____, 2015.

"CITY"

City of Spring Hill, Kansas, a municipality
organized under the State of Kansas

By: _____
Steven M. Ellis, Mayor

ATTEST:

By: _____
Glenda Gerrity, Deputy City Clerk

APPROVED AS TO FORM:

By: _____
Frank H. Jenkins, Jr., City Attorney

"COMFORT"

Comfort Designs Heating & Air Conditioning,
Inc., a Kansas corporation

By: William J. Goff

Capacity: President



Family Operated Since 1959

Qty	Description
1	Building Permit Note: A.B. May was recognized by the Kansas City Star as one of the few companies to comply with safety permit laws.
1	Install furnace, coil, & condenser to code (Up/Dn) Note: Includes installation materials, labor, exhaust ventilation (unless noted), flush of refrigerant lines (if using existing), and removal of the old equipment.
1	New Digital Thermostat (non-prog, non-staging) Note: ACCTH3110D1008
1	New Condenser Base made from Recycled Materials
1	New Electrical Disconnect for safety
1	New Return Drop
1	Air Filtration Cabinet (MERV10)
1	New PVC condensation drain
1	New Refrigeration Lineset
8	Additional supply duct for improved airflow
4	Return air runs
45	Insulated Supply & Return trunk ducting
1	Secondary drain pan & condensate piping
1	PVC Venting of the furnace to the side wall
1	Gas Piping connected to the main
1	Wiring to the breaker panel
1	Control wiring
1	13 SEER Standard Air Conditioner - 3 Tons L Note: 10-Year Limited Warranty on covered components CU13ACX-036-230
1	93% Single Stage Furnace 90 C width 1200 CFM L Note: 10 YEAR PARTS WARRANTY 20 YEAR HEAT EXCHANGER WARRANTY GFML193UH090XP36C
1	Performance bond per request
	Total
	12,310.00



2017 W. 104th Street, Leawood, KS 66206
913-383-2222
www.abmay.com

Air Conditioner/ Heat Pump Installation

- ★ The new outside machine will be set on a new base that is level and sturdy.
- ★ For safety, an electrical disconnect will be installed.
- ★ High voltage wiring will be installed in weather-tight conduit.
- ★ A filter drier will be installed in the refrigerant piping to prevent refrigerant contamination.
- ★ We test the system for refrigerant leaks to assure peak performance.
- ★ The refrigerant charge will be tested according to factory specifications to assure efficiency and long equipment life.

Furnace Installation

- ★ The new furnace will be set on vibration isolators to keep the bottom dry, rust-free, and vibration-free.
- ★ The gas piping will be straight and installed according to codes to assure safety.
- ★ High voltage wiring to the furnace will be installed in conduit with a shut off switch.
- ★ The duct connection will be sealed to prevent air leakage.
- ★ An easy-access filter slot will be professionally installed for convenience.
- ★ Variable speed and two-stage furnaces will be programmed to operate for your home's special needs.
- ★ PVC flue piping will be installed for high-efficiency furnaces.
- ★ Foam insulation will be installed around the plenum for quiet air flow.



HEATING & COOLING SYSTEM PROPOSAL

Q945061A
page 2 of 3

Date: 1/9/2015

Submitted to: City Of Spring Hill Public Works

At A.B. May, our mission since 1959 is to deliver not only the best in Comfort and Efficiency, but to enhance the total environment in your home. Please consider the following options:

- ____ Programmable thermostat for energy savings and accuracy _____
- ____ Humidifier for energy savings and comfort _____
- ____ Media cleaner to increase warranty and system life _____
- ____ Water softener to improve water quality and prevent plumbing problems _____
- ____ Reverse osmosis water purifier for pure drinking water _____
- ____ Zoning control system for even temperatures throughout the house _____
- ____ UV light to kill mold and bacteria _____
- ____ Duct cleaning to remove debris and dust from duct _____
- ____ Electrical upgrade to 200 amp service _____
- ____ Insulation in attic _____
- ____ Hot water tank _____
- ____ Tankless water heater - never run out of hot water again! _____
- ____ Chimney flue liner _____
- ____ Total home audit _____
Expert advice on equipment, windows, doors, insulation, ductwork with a comprehensive report and recommendations.)
- ____ Other _____

DON'T FORGET WE DO IT ALL!!

Windows...Plumbing...Electrical...Service After the Sale!
We have Over 15,000 Service Agreements!
We Want to Take Care of Your System After the Sale!

Service Agreements

- ____ Platinum - 10 Years (Preventive Maintenance Required) _____
- ____ Gold _____
- ____ Silver _____
- ____ Bronze _____

TOTAL \$ _____

OUR GUARANTEES

Comfort Consultant... Not Just Another Salesperson With A Tape Measure

- ◆ We are most proud of our experienced consulting staff. Kansas City's most knowledgeable.
- ◆ Each trains over 100 hours per year and is dedicated to answer all of your comfort questions.
- ◆ Our questionnaire helps us to determine everything necessary for us to make a good recommendation.
- ◆ Our comfort consultant has calculated carefully the heating and cooling requirements of your home. We don't guess; we know!
- ◆ If your system ever fails to deliver the temperature we have promised, we will replace that piece of equipment for free within the first year.
- ◆ We deliver a quality audit after each installation assuring our technician's workmanship.

No Lemons - Just Lemonade!

We work with the industry's finest equipment suppliers. All of our products are guaranteed beyond the manufacturer's warranty. If your cooling system has compressor failure twice in the first five years, we will replace the equipment for free.

If your heating system's heat exchanger fails in the first ten years, we will install a new furnace of like efficiency at no charge.

All of our technicians are employees, not subcontractors. We are trained to respect your property inside as well as outside. We promise to leave your home cleaner than when we started. Our technicians use shoe protections and carpet protection. If we fail to protect your carpet, we will have them cleaned to your satisfaction.

Our ductwork is designed to keep your system running at peak efficiency. Any sheet metal installation that we provide has a complete ten-year warranty on the installed ductwork.

There is a reason that we are Kansas City's Largest Comfort Company. We will continue to perform to your expectations after the sale. We won't stop until you are satisfied.

We guarantee it!

HEATING & COOLING SYSTEM PROPOSAL

Q945061A
page 3 of 3

Date: 1/9/2015

Submitted to: City Of Spring Hill Public Works

Terms and Conditions

One-year guarantee to customer's satisfaction on complete system.

We propose to finish complete as above specified for the sum of \$ _____
Contract Total

Payment Terms will be: _____ \$ _____
Down Payment

Or _____ \$ _____
Balance Due on Completion

Finance Method _____ \$ _____
Estimated Monthly Payments

NOTES: _____

Submitted by: _____
A. B. May Comfort Consultant *Date*

Accepted by: _____
Buyer Signature *Date*

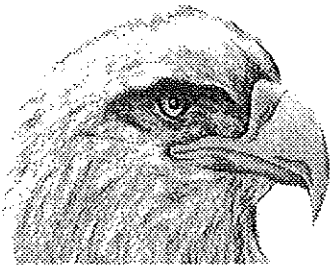
Accepted by: _____
Buyer Signature *Date*



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Guardian

Heating & Cooling

"Let Us Watch Over Your Home Or Business All Year Long"

P.O. BOX 527 ■ SPRING HILL, KS 66083 ■ PHONE: 913-592-3333 ■ FAX: 913-592-2307

Proposal submitted to:

Work to be performed at:

Proposal date: 01-15-2015

Name:	SH Public Works	Address:	
Address:	502 E Nicholas St	City, State:	
City, State:	Spring Hill, Ks 6083	Contact:	
Phone Number:	913 592-3317		

We hereby propose to furnish the materials and perform the labor necessary for the completion of:
Installation of furnace, evaporator coil and condenser as outlined below: Including hauling off the old equipment

Building Permitt included		Warrantee:
59SC2C060517-16	** Carrier Comfort Series Equipment	20 years on heat exchanger
24ABB336AON3	** 93% AUE, single stage Furnace	5 years on parts
CNPHP3617ALA	** 13 seer, 3 ton condensing unit with 410A Freon	1 year labor
	** Horizontal cased evaporator coil with TXV valve	Tax included <u>\$10,279.15</u>
	** Condenser pad, whip and disconnect	
	** Digital non-programmable thermostat	
	** Line set	
	** Concentric flue kit outside wall	
	** Furnace and coil to be installed horizontal on deck above offices.	
	** Auxiliary drain pan installed under furnace and coil with wet switch	
	** Line power ran to furnace and condenser	
	** All duct installation	
	** 8 supplies and 4 return air runs	
	** Gas line with shut off valve to furnace	
	** High efficiency air filter cabinet	
	** Performance Bond	

All materials is guaranteed to be specified, and the above work to be performed and completed in a workmanlike manner

With payment to be as follows:
upon completion of job

Guardian Heating & Cooling
P.O. Box 527 - Spring Hill, KS

Respectfully submitted:

Per:

Duane Deffenbaugh

Any alterations or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above Proposal prices good for 30 days-

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified

Signature _____

Date _____

Signature _____

AGENDA ITEM REVIEW SHEET

TO: GOVERNING BODY
SUBMITTED BY: JONATHAN ROBERTS, ACTING DIRECTOR OF PUBLIC WORKS
MEETING DATE: FEBRUARY 12, 2015
DATE: FEBRUARY 3, 2015

Consent Item: Neptune Software Maintenance and Technical Service Extension

Issue: The City has 1,559 water meters of which 700 are radio read type of meters.

Background: Maintenance includes software repair and or upgrades including technical support for the radio read meters which the water system continues to be replaced with.

Analysis: This purchase is for maintenance and does not require the Mayor's signature. The authority for purchasing is within the City Administrator's range of authority. This purchase is an extension of service that has been rendered previously but is being extended in time frame for two more years. The software is sole source as these meters are proprietary and systemic. The rate for service has saved the City about \$500 by extending service two years.

Alternatives: None.

Legal Review: City Attorney has reviewed this.

Funding Review or Budgetary Impact: \$5,611.25 for two years of service. This will be charged to budget line item 20-14-6130 "Computer Equipment Maintenance Licenses".

Recommendation: Motion to approve purchasing the extended Neptune Software service

Attachments: Neptune Service extension cost sheet.



Contract No: 17254

Account: Spring Hill, City Of

Start Date: 1/1/2015

Purchase Date: 8/4/2014

End Date: 12/31/2016

PO Number: PENDING

Order #:

Customer No: 10775500
Bill To: Spring Hill, City Of
Attention:
Address: P.O. Box 424
Spring Hill, KS 66083
Usa

Ship To: Spring Hill, City Of
Address: P.O. Box 424
Spring Hill, KS 66083
Usa

2-YEAR MAINTENANCE QUOTE FOR HANDHELDS, CRADLES AND SOFTWARE

	Product #	Product Name	Serial #	Months	Price	Net Price
1	.13275-500	N_Sight R900 Software	4.6	24	\$2,599.92	\$1,559.95
2	.12638-000	Ethernet Cradle and Power Adap.	EG13659	24	\$0.00	\$0.00
3	.12638-000	Ethernet Cradle and Power Adap.	EG13662	24	\$0.00	\$0.00
4	.12935-100	DAP CE5320B w 2650i Adapter	FW5646	24	\$3,376.08	\$2,025.65
5	.12935-100	DAP CE5320B w 2650i Adapter	FW5660	24	\$3,376.08	\$2,025.65

Total: 9,352.08

Discount: 3,740.83

Grand Total: \$5,611.25

CE5320B, Field Programmer, and HR2XX0 Warranty

Warranty - Hardware

The warranty on the CE5320B, Field Programmer, and HR2XX0 HHUs is 12 months from shipment date. Warranty services provided during the warranty period are:

- For a unit defective in materials or workmanship, free repair of unit, including parts and labor (unless damaged by abuse or negligence)
- Return shipment of repaired product via pre-paid ground service
- Free software upgrades
- Repair turnaround time of 5 working days, excluding transit time
- Toll-free assistance provided by Customer Support 1-800-647-4832
- These services are purchaser's exclusive remedy for warranty issues

DAP Care Extended Maintenance Contract Services

Extended maintenance contracts are available from your Authorized Neptune Sales Representative. Maintenance contract services provided during extended period are:

- Free repair of unit, including parts and labor
- Return shipment of repaired product is pre-paid ground service
- Hand straps
- Free software upgrades
- Repair turnaround time of 5 working days, excluding transit time
- Toll-free assistance 1-800-647-4832

NOT included in the Extended Maintenance Contract Services:

- Rechargeable batteries
- Cables and chargers
- Equipment damaged by abuse or negligence, or environmental damage such as a result of fires and storms
- Firmware modifications
- Priority Overnight return shipment of repaired units
- Antennas

Repair Notes:

- A Returned Material Authorization (RMA) number MUST accompany all incoming repairs. This number may be obtained by calling Customer Support at 1-800-647-4832.
- Customer pays all incoming shipment charges.
- Repair turnaround (non-warranty/non-maintenance) is approximately 15 business days*, excluding transit (*not including days required to obtain a purchase order for the repairs). All repairs conducted without DAP Care are charged as time and materials repairs.
- All outgoing repairs are shipped ground service.
- Requested Priority Overnight return shipment is paid by the customer.
- Repair warranty is 90 days from shipment date.

NEPTUNE DISCLAIMS ALL IMPLIED WARRANTIES, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.



N_SIGHT™ Software Statement

The warranty on N_SIGHT software extends 12 months from shipment date. Warranty services provided during the warranty period are:

- Free replacement software for software with defects in the media on which the software is delivered
- Replacement software shipped within 48 hours of customer notifying System Support of problem
- Free software upgrades, patches and corrections within the warranty period
- Toll-free assistance at Customer Support 1-800-647-4832
- These services are purchaser's exclusive remedy for warranty issues

NEPTUNE DISCLAIMS ALL IMPLIED WARRANTIES, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

Software Maintenance

Extended software maintenance contracts are available from your Authorized Neptune Sales Representative.

Maintenance contract services provided during extended period include:

- Replacement software media shipped within 48 hours of customer notifying system support of problem
- Free software updates, upgrades, patches and corrections within the life of the maintenance contract.
- Toll-free assistance 1-800-647-4832



AGENDA ITEM REVIEW SHEET

TO: GOVERNING BODY
SUBMITTED BY: NATALIE LAZENBY, HUMAN RESOURCES
MEETING DATE: FEBRUARY 12, 2015
DATE: FEBRUARY 5, 2015

Consent: Aquatic Center job descriptions and range classification

Issue: The City of Spring Hill has a commitment to review and approve job descriptions for the Spring Hill Aquatic Center.

Background: Until recently, the Spring Hill Aquatic Center was managed by an outside agency. This agency provided all necessary job descriptions to operate the pool.

Analysis: With the consensus of the Governing Body, staff has created suitable job descriptions, for the necessary positions to successfully operate the Spring Hill Aquatic Center.

Alternatives:

1. Approve Spring Hill Aquatic Center job descriptions as presented
2. Deny Spring Hill Aquatic Center job descriptions and make recommendations to modify
3. Table the issue and direct staff, to research further

Legal Review: N/A

Funding Review or Budgetary Impact: This recommendation is being presented in accordance with Section (list section) of the Spring Hill Purchasing Policy. This expenditure will be drawn from (list name of account and line item number).

Recommendation: Staff recommends approval of the job descriptions for the following Aquatic Center positions: Aquatic Center Manager, Assistant Aquatic Center Manager, Lifeguard, Deck Attendant and Front Desk/Concession Worker

Attachments:

Attached you will find the job descriptions for the following seasonal/temporary positions:

Aquatic Center Manager
Assistant Aquatic Center Manager
Lifeguard
Deck Attendant
Front Desk/Concession Worker



AQUATIC CENTER MANAGER

Position Title: *Aquatic Center Manager*
Reports To: Aquatics Center Supervisory Team (City Administrator, Finance Director/Administrative Services, Parks Superintendent, Human Resources)
FLSA Status: *Exempt*
Last Update: *January 15, 2015*

JOB SUMMARY:

This position is responsible for all aspects of the Aquatic Center's day-to-day operations, including pre-season preparation and post-season closure. The Manager is responsible for the supervision of all subordinate personnel, program supervision, maintenance recognition and communication, cleaning, and record keeping. This position maintains and improves facilities and programs while creating and maintaining public awareness, resolving staff and patron issues, and balancing financial reports

<i>% of time</i>	<i>ESSENTIAL DUTIES AND RESPONSIBILITIES:</i>
100%	Essential to planning, directing and organizing all activities of the aquatic facility. Supervise pool personnel and the daily operation of the pool, providing a quality swimming facility and program for the public
25%	Divides task and examine the work of accuracy, precision, and conformance with policies and procedures.
20%	Supervise, motivate, train, and evaluate all staff with applicable skills, equipment, and software. Ensure all staff follows proper money handling and sales procedures as defined. Provide, coordinate, and/or conduct in-service trainings and documentation as required for Lifeguards, Front Desk/Concession, and Deck Attendant staff in various skills, policies, procedures, and action plans. Work with employees to identify and resolve problems, assign projects and programmatic areas of responsibility, review and evaluate work methods and procedures. Upon approval of the Aquatics Supervisory Team, select personnel and implement discipline procedures.
15%	Completes required reports and records including incidents, first aid and rescues, accidents, theft, vandalism, payroll, daily attendance daily logs and training logs accurately and on time. Reconciling daily reports and registers, and deliver monies to the designated City staff person or location. Must communicate any emergency situation to city staff immediately. If city staff is unavailable, a report must be turned in on the next city business day.
15%	Must be able to comply with, and promote, safety and sanitary regulations according to federal, state, county, local and organizational requirements. Make routine inspections of facilities to determine functionality and safety, including pump-room, restrooms, concessions, desk areas, pool deck, including inside and outside the pool perimeter, and report unsatisfactory conditions. Maintains pool chemicals and pool filtering equipment in a safe operating range on an hourly basis. Maintain pool cleanliness, ensuring clear, vacuumed, backwash water and clean gutters.

10%	Observes and aids in communication and enforcement of policies and procedures to staff and the public to promote safety. Resolve sensitive, significant and controversial issues from personnel and patrons, while promoting friendly and courteous attitudes. Displays the knowledge, and can initiate and perform the Emergency Action Plan, including procedures and skills.
5%	Maintain facility/concession inventory by preparing and ordering as needed, and/or notifying City Staff of needs in a timely manner.
5%	Prepares schedules for aquatic staff daily duties and special events, including rotations, regular cleaning, and maintenance of equipment.
5%	Travel to make daily deposits, and transport supplies and equipment.

Additional Examples of work Performed

- Obey and comply with all City ordinances and policies.
- May work as a Lifeguard, Front Desk or Concessions staff as needed or required.
- Performs minor maintenance on equipment or notifies maintenance personnel of emergencies and equipment failures.
- Performs a variety of miscellaneous duties such as answering the phone and questions, running errands, picking up supplies, selling admissions, collecting fees, making arrangements for rental and aquatic use, helping set up for classes, events, etc.
- Assist in creating an aquatic facility maintenance and improvement plan ensuring safe, quality service to public and staff.
- Performs other duties as deemed necessary or assigned.

Minimum Qualifications or Special Requirements

Technical Knowledge, Skills and Abilities:

- A thorough knowledge of recreational activities, equipment, and park maintenance, and a working knowledge of mathematics and chemical use.
- Knowledge of applicable federal and state laws regulating personnel issues.
- The employee must have the ability to establish successful working relationships with entities, employees, volunteers, City Officials, businesses and the public and use sound professional judgment, honesty, and integrity in decision-making.
- The ability to plan and coordinate activities, to understand and anticipate problems, to develop and enforce department policies and procedures, and to interpret written instructions and manuals is required.
- The ability to assess and prioritize aquatic facility maintenance and needs.
- The ability and skill in evaluating and motivating employees and volunteers.
- Employee must possess good public relations, supervisory, organizational, financial, verbal and written communication skills.
- Must have the ability to use a cash register.
- Must be able to perform lifesaving techniques and skills in emergency situations if applicable.

Problem-Solving:

- Independent problem-solving is involved.



- This employee encounters problems with activity scheduling conflicts, equipment malfunctions, and citizen complaints and personnel issues.

Decision-Making:

- Independent decision-making is a factor.
- This employee makes decisions about scheduling and planning activities, scheduling necessary repairs, resolving citizen complaints and personnel issues, prioritizing daily assignments and performing regular duties in the most efficient manner, using good judgment in responding.

Supervision:

- This employee is subject to supervision by the Aquatics Center Supervisory Team and exercises frequent supervision over subordinate personnel.

Personal Relations:

- Daily contact with the general public, co-workers, and supervisory personnel.
- Must be able to communicate efficiently and professionally to staff and patrons
- Exhibit a high degree of customer service skills and positive attitude with staff and customers at all times, and create and maintain good public relations.

Core Values and Special Requirements:

- This employee is expected, to be honest, fair in his/her dealing with the public and co-workers and maintain a reputation that is above reproach.
- The employee must have a strong emphasis on excellent customer service and customer service skills.
- Must be able to work early mornings, days, evenings, and weekends.
- This employee is expected, to be honest, fair in his/her dealing with the public and co-workers and maintain a reputation that is above reproach.
- Work schedules may include evenings, weekends, holidays and special events and may be required to be on call after hours.

Education, Training, Certification, Licensure, and Registration Requirements

A high school diploma or G.E.D. is required. Employee must possess a valid driver's license. Must be able to read, write and count. Current American Red Cross Lifeguard, CPR/AED, and First Aid certifications are required or must be able to obtain prior to employment date

Experience

Three to five years of similar experience, at least two years of which must be involved in supervisory level at an aquatics facility. Must be at least 18 years of age.

Environment and Physical Factors

The work environment characteristics described here are representative of those an employee encounters while performing the essential roles of this job. Reasonable accommodations may be made to enable individuals



with disabilities to perform the essential duties. While performing the duties of this job, the employee must be able to tolerate frequent exposure to the sun, wind, heat, humidity, weather, confined quarters, and noise level typical of an aquatic facility.

The physical demands described here are representative of those that must be met by an employee to perform the essential functions successfully on this job. While performing the duties of this job, the employee is frequently required to walk, stand, and sit; reach with hands and fingers, handle or feel, talk or hear. The employee will occasionally climb or balance; stoop; kneel; crouch; or crawl; and taste or smell. Must have good finger and manual dexterity and body flexibility, including multi-limb coordination. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee must successfully pass a drug screen, and swim independently.

Desired Qualifications

Current American Red Cross Lifeguard, CPR/AED, First Aid, and Blood Borne Pathogens certifications are preferred. American Red Cross Lifeguard Instructor and/or Waterpark Instructor certifications. A CPO (Certified Pool Operator) or AFO (Aquatic Facility Operator) certification is preferred. Food handling certification is preferred.

Disclaimer

The City is an equal opportunity employer. Any applicant/employee with a disability, as defined in the Americans with Disabilities Act, may request an accommodation to perform the functions of this position. Requests should be directed to the immediate supervisor.

The above statements are intended to describe the general nature and level of the work performed by employees assigned to this position. It is not designed to contain or be interpreted as a comprehensive list of all duties, responsibilities, and qualifications. The City of Spring Hill reserves the right to amend and change responsibilities of job descriptions to meet business and organizational needs as necessary. The job description is not a contract or guarantee of employment.



AQUATIC CENTER ASSISTANT MANAGER

Position Title: Aquatic Center Assistant Manager
Reports To: Aquatics Center Manager
FLSA Status: Non-Exempt
Last Update: January 15, 2015

JOB SUMMARY:

This position is responsible for the overall daily operation of the City's Aquatic Center Facility. The Assistant Manager is responsible for the supervision of pool personnel, training of lifeguard staff, regular pool maintenance and operational activities and record keeping. This position maintains and improves facilities and programs while create and maintain public awareness and resolving personnel and patron issues.

<i>% of time</i>	<i>ESSENTIAL DUTIES AND RESPONSIBILITIES:</i>
30%	Supervise, motivate, train, and evaluate lifeguard, front desk and concession staff on applicable emergency and operating skills, applicable equipment and software. Ensure all staff follows proper emergency response skills and protocols. Create and provide training schedules, coordinate and/or conduct in-service trainings, and documentation as required and assigned for Lifeguards in skills, policies and procedures, and action plans. Work with employees to identify and resolve problems, assign projects and programmatic areas of responsibility, review and evaluate work methods and procedures. Upon approval of the Aquatics Manager implement discipline procedures. . Must be readily visible on the deck and in the facility.
20%	Performs duties as a lifeguard, front desk and concession stand as required and/or scheduled.
15%	Assists in planning, directing and organizing all activities of the aquatic facility. Supervise pool personnel and the daily operation of the pools, providing a quality swimming facility and program for the public, assigns duties and examines work for exactness, neatness and conformance with policies and procedures. Coordinates schedules for aquatic staff daily and during special events.
15%	Observes and assists in communication and enforcement of policies and procedures to staff and the public to promote safety. Resolve sensitive, significant and controversial issues from personnel and patrons, while promoting friendly and courteous attitudes. Displays the knowledge, and can initiate and perform the Emergency Action Plan, including all procedures and skills.
10%	Must be able to comply with, and promote, safety and sanitary regulations according to federal, state, county, local and organizational requirements. Make routine inspections of facilities to determine functionality and safety, including pump-room, restrooms, concessions and front desk areas, pool deck, and inside and outside the pool perimeter, and report unsatisfactory conditions. Maintains pool chemicals and pool filtering equipment in a safe operating range as needed. Maintain pool cleanliness, ensuring clear, vacuumed, backwash water and clean gutters. Perform daily cleaning of the facility and grounds.

5%	Complete and verify required reports and records first aid and rescues, accidents, theft, vandalism, payroll, and daily logs accurately and on time. This individual will report safety incidents to Aquatic Center Manager.
5%	Exhibit a high degree of customer service skills and positive attitude with staff and customers at all times, and create and maintain good public relations.

Additional Examples of work Performed

- Obey and comply with all City ordinances and policies.
- Assist other departments and perform other duties as deemed necessary or assigned.
- Works as an on-duty manager, lifeguard, admissions or concessions staff as needed or required.
- Performs minor maintenance on equipment or notifies maintenance personnel of emergencies and equipment failures.
- Performs a variety of miscellaneous duties such as answering the phone and questions, running errands, picking up supplies, conducting classes, making arrangements for rental and aquatic use, helping set up for classes, events, etc.
- Performs other duties as deemed necessary or assigned.

Minimum Qualifications or Special Requirements

Technical Knowledge, Skills and Abilities:

- Must be able to perform lifesaving techniques and skills in emergency situations and in training.
- Employee must have the ability to recognize, instruct, monitor and evaluate daily operations, employee skills and techniques, and facility protocols.
- Knowledge of recreational activities, equipment, and park maintenance, and a working knowledge of mathematics and chemical use.
- Knowledge of applicable federal and state laws regulating personnel issues.
- Employee must possess good public relations, supervisory, organizational, financial, verbal and written communication skills.
- The employee must have the ability to establish successful working relationships with entities, employees, volunteers, City Officials, businesses and the public and use good professional judgment, honesty, and integrity in decision-making.
- The ability to plan and coordinate activities, to understand and anticipate problems, to develop and enforce department policies and procedures, and to interpret written instructions and manuals is required.
- The ability to assess and prioritize aquatic facility maintenance and needs.

Problem-Solving:

- Independent problem-solving is involved.
- This employee encounters problems with activity scheduling conflicts, equipment malfunctions, and citizen complaints and personnel issues.

Decision-Making:

- Independent decision-making is a factor.



- This employee makes decisions about scheduling and planning activities, resolving citizen complaints and personnel issues, prioritizing daily assignments and performing daily duties in the most efficient manner, using good judgment in responding.

Supervision:

- This employee is subject to supervision from the Pool Manager and exercises frequent supervision over subordinate personnel.

Financial Accountability:

- This employee is responsible for the aquatic facility equipment, cash, and assets, etc.

Personal Relations:

- Daily contact with the general public, co-workers, and supervisory personnel.
- Must be able to communicate efficiently and professionally to staff and patrons
- Exhibit a high degree of customer service skills and positive attitude with staff and customers at all times, and create and maintain good public relations.

Core Values and Special Requirements

- This employee is expected, to be honest, fair in his/her dealing with the public and co-workers and maintain a reputation that is above reproach.
- The employee must have a strong emphasis on customer service and good customer service skills.
- Reports to work on time and prepared.
- Must be able to work early mornings, days, evenings, and weekends.

Education, Training, Certification, Licensure, and Registration Requirements

A high school diploma or G.E.D. is required. Employee must possess a valid driver's license. Must be able to read, write and count. Current American Red Cross Lifeguard, CPR/AED, and First Aid certifications are required or must be able to obtain prior to employment date

Experience

Two years of similar experience. Previous pool supervisory experience is preferred. Must be at least 17 years of age.

Environment and Physical Factors

The work environment characteristics described here are representative of those an employee encounters while performing the essential roles of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. While performing the duties of this job, the employee must be able to tolerate frequent exposure to the sun, wind, heat, humidity, weather, confined quarters, and noise level typical of an aquatic facility.

The physical demands described here are representative of those that must be met by an employee to perform the essential functions successfully on this job. While performing the duties of this job, the employee is frequently required to walk, stand, and sit; reach with hands and fingers, handle or feel, talk



or hear, The employee will occasionally climb or balance; stoop; kneel; crouch; or crawl; and taste or smell. Must have good finger and manual dexterity and body flexibility, including multi-limb coordination. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee must successfully pass a drug screen, and swim independently. A 300 yard minimum continuous swim is required, with a 500 yard minimum swim requirement per week. The employee must perform first aid, CPR, and in-water and out of water rescues.

Desired Qualifications

A high school diploma or G.E.D. is preferable. American Red Cross Lifeguard Instructor and/or Waterpark Instructor certifications, WSI, and Blood Borne Pathogens certification are preferred. A CPO (Certified Pool Operator) or AFO (Aquatic Facility Operator) certification is preferred. Ability to use the cash register is required.

Disclaimer

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The above statements are intended to describe the general nature and level of the work performed by employees assigned to this position. It is not designed to contain or be interpreted as a comprehensive list of all duties, responsibilities, and qualifications. The City of Spring Hill reserves the right to amend and change responsibilities of job descriptions to meet business and organizational needs as necessary. The job description is not a contract or guarantee of employment.



LIFEGUARD

Position Title: Lifeguard
Reports To: Aquatic Center Manager
FLSA Status: Non-Exempt
Last Update: January 15, 2015

JOB SUMMARY:

This position is responsible for the overall daily operation of the City's swimming pool. The Lifeguard is responsible for the supervision of pool patrons, maintaining training standards, daily pool maintenance and operational activities, and record keeping.

<i>% of time</i>	<i>ESSENTIAL DUTIES AND RESPONSIBILITIES:</i>
100%	Monitors and attends to pool patrons. Displays the knowledge, and has the ability to initiate and perform the Emergency Operation Plan, including all procedures and skills. Perform all lifeguard skills, including first aid, CPR, emergency and safety procedures, and rescue maneuvers. Operate all applicable equipment.
20%	Attend required in-service training, maintain weekly swimming, and pre-season training and daily training requirements.
50%	Exhibit a high degree of customer service skills and positive attitude with staff and customers at all times, and create and maintain good public relations. Observes and aids in communication and enforcement of policies and procedures to staff and the public to promote safety. Resolve sensitive, significant and controversial issues from personnel and patrons, while promoting friendly and courteous attitudes.
15%	Assists and performs daily setup and cleaning of the facility, daily activities and programs, events and operations, and maintenance of equipment.
10%	Must be able to comply with, and promote, safety and sanitary regulations according to federal, state, county, local and organizational requirements. Make routine inspections of facilities to determine functionality and safety, including restrooms, pool deck, and inside and outside the pool perimeter, and report unsatisfactory conditions. Maintain pool cleanliness, ensuring clear, vacuum and clear gutters. Perform daily cleaning of the facility and its' grounds.
10%	Completes essential reports of first aid and rescue incidents.

Additional Examples of work Performed

- Obey and comply with all City ordinances and policies.
- Assist other departments and perform other duties as deemed necessary or assigned.
- May work as an on-duty admissions or concessions staff as needed or required.
- Performs minor maintenance on equipment or notifies maintenance personnel of emergencies and equipment failures.
- Performs other duties as deemed necessary or assigned.



Minimum Qualifications or Special Requirements

Technical Knowledge, Skills and Abilities:

- Must be able to perform lifesaving techniques and skills in emergency situations and training.
- Employee must have the ability to recognize, instruct, monitor and evaluate daily operations, and facility protocols.
- Employee must possess good public relations, organizational, financial, verbal and written communication skills.
- The employee must have the ability to establish successful working relationships with co-workers, City officials, businesses, and the public and use good professional judgment, honesty, and integrity in decision-making.
- The ability to plan and coordinate activities, to understand and anticipate problems, to develop and enforce department policies and procedures, and to interpret written instructions and manuals is required.
- The ability to assess and prioritize aquatic facility maintenance and needs.

Problem-Solving:

- Independent problem-solving is involved.
- This employee encounters problems with activity scheduling conflicts, equipment malfunctions, and citizen complaints.

Decision-Making:

- Independent decision-making is a factor.
- This employee must prioritize daily assignments and perform regular duties in the most efficient manner, using good judgment in responding.

Supervision:

- This employee is subject to supervision from the Aquatic Center Manager, and Assistant Manager and exercises frequent supervision over pool patrons.

Personal Relations:

- Daily contact with the general public, co-workers, and supervisory personnel.
- Must be able to communicate efficiently and professionally with staff and patrons
- Exhibit a high degree of customer service skills and positive attitude with staff and customers at all times, and create and maintain good public relations.

Core Values:

- This employee is expected, to be honest, fair in his/her dealing with the public and co-workers and maintain a reputation that is above reproach.
- The employee must have a strong emphasis on customer service and good customer service skills.

Education, Training, Certification, Licensure, and Registration Requirements

Must be able to read, write and count. Current American Red Cross Lifeguard, CPR/AED, and First Aid certifications are required or must be able to obtain prior to employment date.



Experience

No experience necessary. Must be at least 15 years of age.

Environment and Physical Factors

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. While performing the duties of this job, the employee must be able to tolerate frequent exposure to the sun, wind, heat, humidity, weather, confined quarters, and noise level typical of an aquatic facility.

The physical demands described here are representative of those that must be met by an employee to perform the essential functions successfully on this job. While performing the duties of this job, the employee is frequently required to walk, stand, and sit; reach with hands and fingers, handle or feel, talk or hear. The employee will occasionally climb or balance; stoop; kneel; crouch; or crawl; and smell. Must have good finger and manual dexterity and body flexibility, including multi-limb coordination. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee must successfully pass a background check, drug screen, and swim independently. A 300 yard minimum continuous swim is required, with a 500 yard minimum swim requirement per week. The employee must have the ability to perform first aid, CPR, and in-water and out of water rescues.

Disclaimer

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Deck Attendant

Position Title: Deck Attendant
Reports To: Aquatic Center Manager and Assistant Manager
FLSA Status: Non-Exempt
Last Update: January 15, 2015

JOB SUMMARY:

The Deck Attendant is responsible for maintaining an inviting, positive, clean and safe environment at the City's Aquatic Center. The Attendant effectively communicates and enforces rules, regulations, and policies to visitors while performing basic custodial duties, and monitoring facility.

% of time	<i>ESSENTIAL DUTIES AND RESPONSIBILITIES:</i>
50%	Communicate and enforce pool rules and policies to participants and patrons. Provide excellent customer service and maintain a positive public image by addressing questions and concerns from staff, patrons and participants in a timely manner.
20%	Follow and enforce all policies and procedures. Enforce all facility rules including pool rules, deck rules, entrance & exit policies, locker room rules, swim diaper and rubber pants requirements, and any other rules as stated around the facility.
15%	Clean facilities and grounds as needed, including a pool deck, bathrooms, and concession area. Identify and observe general equipment daily for possible maintenance needs and adjustments. Make routine inspections of facilities to determine functionality and safety, including restrooms, pool deck, and inside and outside the pool perimeter, and report unsatisfactory conditions. Maintain pool cleanliness, ensuring clear, vacuum and clear gutters. Perform daily cleaning of the facility and its' grounds.
15%	Report maintenance needs to supervisor; follow-up on the status of the facility needs with supervisor. Complete all checklists, reports and paperwork as needed.

Additional Examples of work Performed

- Assist with events and programs.
- Attend staff meetings and training programs as specified.
- Post and remove any flyers, brochures, signs, or other information needed.
- Complete other duties as assigned by the Pool Manager.

Minimum Qualifications or Special Requirements

Technical Knowledge, Skills and Abilities:

- Must can solve problems as they arise and be able to perform tasks with minimal supervision.
- Must be highly motivated and able to assume a positive and active role at the Aquatic Center, even while working under potentially stressful conditions (hot or cold weather, upset or injured guests, etc.)



- Must have the ability to be firm with pool visitors (both youth and adults) when necessary, enforce pool rules, and make sound decisions in order to secure the safety and well-being of all visitors, facilities, and equipment.
- Must be able to complete required training.
- The employee must have the ability to establish successful working relationships with entities, employees, volunteers, City Officials, businesses and the public and use sound professional judgment, honesty, and integrity in decision-making.

Problem-Solving:

- Independent problem-solving is involved.
- This employee may encounter problems with citizen complaints.
- This employee must have excellent time management skills.

Decision-Making:

- Independent decision-making is a factor.
- Ability to work independently with minimal supervision.
- Ability to present ideas and recommendations in a concise manner.
- Ability to understand and carry out verbal and/or written instructions efficiently and effectively and to read and understand printed material.
- Ability to operate assigned equipment.
- Ability to effectively interact and communicate well with others.
- Ability to follow safety guidelines and exercise judgment in all aspects of responsibility.
- Ability to resolve conflict safely, calmly and efficiently.

Supervision:

- This employee is subject to supervision from the Assistant Manager and Facility Manager.

Financial Accountability:

- This employee is responsible for the aquatic facility equipment, and fees received from patrons.

Personal Relations:

- Daily contact with the general public, co-workers, and supervisory personnel.
- Must be able to communicate efficiently and professionally to staff and patrons
- Exhibit a high degree of customer service skills and positive attitude with staff and customers at all times, and create and maintain good public relations.

Core Values and Special Requirements:

- The employee must have a strong emphasis on customer service and good customer service skills.
- Must be able to work early mornings, days, evenings, and weekends.
- This employee is expected, to be honest, fair in his/her dealing with the public and co-workers and maintain a reputation that is above reproach.
- Work schedules may include evenings, weekends, holidays and special events.



Education, Training, Certification, Licensure, and Registration Requirements

Must be able to read, write, and count, knowledge of basic addition, subtraction, multiplication, and division.

Experience

No experience required. Must be at least 15 years of age.

Environment and Physical Factors

The work environment characteristics described here are representative of those an employee encounters while performing the essential roles of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. While performing the functions of this job, the employee must be able to tolerate frequent exposure to the sun, wind, heat, humidity, weather, confined quarters, and noise level typical of an aquatic facility.

The physical demands described here are representative of those that must be met by an employee to perform the essential functions successfully on this job. While performing the duties of this job, the employee is frequently required to walk, stand, and sit; reach with hands and fingers, handle or feel, talk or hear. The employee will occasionally climb or balance; stoop; kneel; crouch; or crawl; and taste or smell. Must have good finger and manual dexterity and body flexibility, including multi-limb coordination. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee must successfully pass a drug screen, and remain attentive for assigned shift.

Disclaimer

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The above statements are intended to describe the general nature and level of the work performed by employees assigned to this position. It is not designed to contain or be interpreted as a comprehensive list of all duties, responsibilities, and qualifications. The City of Spring Hill reserves the right to amend and change responsibilities of job descriptions to meet business and organizational needs as necessary. The job description is not a contract or guarantee of employment.



FRONT DESK AND CONCESSION WORKER

Position Title: Front Desk and Concession Worker
Reports To: Aquatic Center Manager and Assistant Manager
FLSA Status: Non-Exempt
Last Update: January 15, 2015

JOB SUMMARY:

This position is responsible for admitting pool patrons into the pool or waiting on pool patrons at the concession stand, including preparing and serving requested food and beverage orders. Responsibilities include collecting fees, operating a cash register, making change, keeping the aquatic facility clean and organized, and safe and proper handling of food items and supplies

<i>% of time</i>	<i>ESSENTIAL DUTIES AND RESPONSIBILITIES:</i>
<i>45%</i>	Greet patrons answer phone and questions, and collect fees and produces correct change. Prepare and serve food and beverage orders in a safe and sanitary manner. Operate all applicable equipment, including a cash register and microwave. Possess the ability to encourage and sell products from the concession stand.
<i>20%</i>	Exhibit a high degree of customer service skills and positive attitude with staff and customers at all times, and create and maintain good public relations.
<i>10%</i>	Observes and aids in communication and enforcement of policies and procedures to promote safety throughout the facility. Displays the knowledge, and can initiate and perform the Emergency Action Plan, including all procedures and skills.
<i>10%</i>	Must be able to comply with, and promote safety and sanitary regulations according to federal, state, county, local and organizational requirements.
<i>5%</i>	Completes required reports and records including closing reports, daily logs, and attendance accurately and on time as required and assigned.
<i>5%</i>	Assist with all pool programs, events, and activities. Including regular setup, cleaning and organization of the facility, daily activities, events and operations, and maintenance of equipment.
<i>5%</i>	Attend required in-service trainings, including pre-season training.

Additional Examples of work Performed

- Obey and comply with all City ordinances and policies.
- Performs minor maintenance on equipment or notifies maintenance personnel of emergencies and equipment failures.
- Performs a variety of miscellaneous duties such as answering the phone and questions, selling admissions, collecting fees, making arrangements for rental and aquatic use, helping set up for classes, events, etc..
- Assist in creating an aquatic facility maintenance and improvement plan ensuring safe, quality service to public and staff.
- Performs other duties as deemed necessary or assigned.



Minimum Qualifications or Special Requirements

Technical Knowledge, Skills and Abilities:

- Knowledge of applicable federal and state laws regulating personnel issues.
- The employee must have the ability to establish successful working relationships with employees, volunteers, City officials, businesses and the patrons and public and use sound professional judgment, honesty, and integrity in decision-making.
- The ability to plan and coordinate activities, to understand and anticipate problems, to develop and enforce department policies and procedures, and to interpret written instructions and manuals is required.
- Employee must possess good public relations, supervisory, organizational, financial, verbal and written communication skills.
- Must have the ability to use a cash register, receive and make correct change.

Problem-Solving:

- Independent problem-solving is involved.
- This employee encounters problems with activity scheduling conflicts, equipment malfunctions, and citizen complaints and personnel issues.

Supervision:

- This employee is subject to supervision from the Assistant Manager and exercises patron supervision.

Personal Relations:

- Daily contact with the general public, co-workers, and supervisory personnel.
- Must be able to communicate efficiently and professionally to staff and patrons
- Exhibit a high degree of customer service skills and positive attitude with staff and customers at all times, and create and maintain good public relations.

Core Values and Special Requirements:

- This employee is expected, to be honest, fair in his/her dealing with the public and co-workers and maintain a reputation that is above reproach.
- The employee must have a strong emphasis on customer service and good customer service skills.
- Responsible for realizing the potential for exposure to their job duties and conducting work according to policy and procedure.
- Must be able to work early mornings, days, evenings, and weekends.
- Work schedules may include evenings, weekends, holidays and special events and may be required to be on call after hours.

Education, Training, Certification, Licensure, and Registration Requirements

Must be able to read, write, and count, knowledge of basic addition, subtraction, multiplication, and division.



Experience

No experience necessary. Must be at least 15 years of age.

Environment and Physical Factors

The work environment characteristics described here are representative of those an employee encounters while performing the essential roles of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. While performing the functions of this job, the employee must be able to tolerate frequent exposure to the sun, wind, heat, humidity, weather, confined quarters, and noise level typical of an aquatic facility.

The physical demands described here are representative of those that must be met by an employee to perform the essential functions successfully on this job. While performing the duties of this job, the employee is frequently required to walk, stand, and sit; reach with hands and fingers, handle or feel, talk or hear. The employee will occasionally climb or balance, stoop, kneel, crouch, or crawl, and taste or smell. Must have good finger and manual dexterity and body flexibility, including multi-limb coordination. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee must successfully pass a background check, and remain attentive for assigned shift.

Desired Qualifications

Knowledge of the cash register, food preparation, and food preparation equipment is preferred.

Disclaimer

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AGENDA ITEM REVIEW SHEET

TO: GOVERNING BODY
SUBMITTED BY: NATALIE LAZENBY, HUMAN RESOURCES
MEETING DATE: FEBRUARY 12, 2015
DATE: FEBRUARY 5, 2015

Consent: Resolution 2015-R-02 – Salary Resolution

Issue: A Resolution providing for the range of salaries of various City officers and employees of the City of Spring Hill, Kansas pursuant to Section 1-401 of the Spring Hill Municipal Code.

Background: At the December 11, 2014 City Council Meeting, the Governing Body came to a consensus that the city would not renew the management contract of the Aquatic Center. For this reason, staff has revised and adjusted the Pay Resolution to include the following positions.

Seasonal/Temporary
Aquatic Center Manager

Analysis:

Alternatives:

1. Approve Resolution 2015-R-02
2. Deny Resolution 2015-R-02 and make recommendations to modify
3. Table the issue and direct staff, to research further

Legal Review: n/a

Funding Review or Budgetary Impact: This recommendation is being presented in accordance with Section 1-401 of the Spring Hill Municipal Code. This expenditure will be drawn from the Aquatic Center account 01-012-5010.

Recommendation: Staff recommends that the Council approve Resolution 2015-R-02

Attachments: Resolution 2015-R-02

RESOLUTION NO. 2015-R-02

A RESOLUTION PROVIDING FOR THE RANGE OF SALARIES OF VARIOUS CITY OFFICERS AND EMPLOYEES OF THE CITY OF SPRING HILL, KANSAS PURSUANT TO SECTION 1-401 OF THE SPRING HILL MUNICIPAL CODE.

BE IT RESOLVED BY THE GOVERNING BODY OF SPRING HILL, KANSAS:

SECTION ONE: Pursuant to Section 1-102A and 1-401 of the Spring Hill Municipal Code, the Governing Body hereby establishes the following range of salaries for the officers and employees of the City:

GOVERNING BODY:

Mayor\$ 0.00 per year
Council members..... \$3000.00 per year

Title	Range	Range Minimum	Range Maximum
Seasonal/Temporary	7	\$7.25	\$15.40
Seasonal Laborer	8	\$12.44	\$17.41
Receptionist/Customer Svc	8	\$12.44	\$17.41
Custodian	8	\$12.44	\$17.41
Aquatic Center Manager*	9	\$14.35	\$20.09
Maintenance Worker I	9	\$14.35	\$20.09
Maintenance Worker II	10	\$15.36	\$21.50
Police Records Clerk	10	\$15.36	\$21.50
Animal Control Officer	10	\$15.36	\$21.50
Administrative Assistant	11	\$16.50	\$23.11
Municipal Court Clerk	11	\$16.50	\$23.11
Accounting Clerk	11	\$16.50	\$23.11
Building Inspector I	12	\$17.70	\$24.78
Public Affairs Specialist	12	\$17.70	\$24.78
Police Officer I	12	\$17.70	\$24.78
Code Enforcement Officer	13	\$18.94	\$26.51
Facility Maintenance	13	\$18.94	\$26.51
Building Inspector II	13	\$18.94	\$26.51
Utility Foreman	14	\$20.28	\$28.40
Investigator	14	\$20.28	\$28.40
Police Officer II	15	\$21.62	\$30.27
Accountant	16	\$22.29	\$31.22
Human Resource Generalist *	16	\$22.29	\$31.22
Police Officer III	16	\$22.29	\$31.22
Building Inspector III	17	\$23.44	\$32.82
Police Corporal	17	\$23.44	\$32.82
Police Sergeant	18	\$25.16	\$35.23

Police Sergeant	18	\$25.16	\$35.23
Building Official	18	\$25.16	\$35.23
Senior Accountant *	18	\$25.16	\$35.23
City Clerk *	19	\$26.93	\$37.70
Street Superintendent	19	\$26.93	\$37.70
Utility Superintendent	19	\$26.93	\$37.70
Park Superintendent	19	\$26.93	\$37.70
Assistant Public Works Director	20	\$28.80	\$40.32
Assistant Police Chief *	20	\$28.80	\$40.32
Director of Public Works *	21	\$36.69	\$51.36
Director of Community Development *	21	\$36.69	\$51.36
Police Chief *	21	\$36.69	\$51.36
Administrative Services/Finance Director *	21	\$36.69	\$51.36
City Administrator *	22	\$45.10	\$63.15

* Indicates a position that is considered Exempt.

OTHER OFFICERS AND EMPLOYEES

Municipal Judge.....\$1200 per month

City Prosecutor.....\$1200 per month

Court Appointed Attorney.....\$ 50 per hour

SECTION TWO: This Resolution shall be effective the 12th day of February, 2015 for the pay range beginning February 12, 2015.

SECTION THREE: Resolution No. 201-R-01 and all other resolutions in conflict herewith are hereby rescinded.

ADOPTED AND APPROVED BY THE GOVERNING BODY THIS 12th DAY OF February, 2015.

ATTEST:

Glenda Gerrity, City Clerk

Steven M. Ellis, Mayor

AGENDA ITEM REVIEW SHEET

TO: GOVERNING BODY
SUBMITTED BY: JONATHAN ROBERTS
MEETING DATE: FEBRUARY 12 2015
DATE: FEBRUARY 5, 2015

Consent / Formal Action / Discussion Item: Formal Action

Issue: Change Order for the Elevated Tank Painting and Repairs

Background: On December 12, 2013 the city council awarded the contract for the City's elevated tank painting project, Contract No. 2, Tank Painting and Repairs to Utility Services in the amount of \$371,700.00. All contracts have now been signed and distributed. The preconstruction conference was held December 16, 2013 and it was determined that work would begin sometime in April, 2014, weather permitting. On February 13, 2014, the council approved Change Order No. 2 to delay the start of work until April 15, 2015. See attached Change Order No. 2. Because of this delay, Utility Service was given until January 15, 2015 to request a change in contract price due to inflation or other factors. The city will have until February 13, 2015 to accept the change order.

Analysis: On January 15, 2015, we received an email from Utility Services requesting a change in the contract amount for an additional \$11,496 which is approximately 3% of the original contract amount. See the attached email. If this request is accepted the original contract price will be increased to \$383,196.00. It should also be noted that on February 13, 2014 the city approved Change Order No. 1 to add the city's logo to the tank for an additional cost of \$7,000.00. See the attached Change Order No. 1. If change order No. 3 is accepted, the new contract price will be \$390,196.00. At the January 22, 2015 City council meeting, the proposed change order was discussed. The council requested additional details and justification for the 3% increase in contract price. Attached is the letter we received from Utility Services detailing the requested change order.

Alternatives: The city has until February 13, 2015 to accept this change order and proceed with painting of the existing elevated tank in April, 2015. If the city does not accept this change order the contract is automatically terminated for convenience on February 14, 2015. In this case the city will have to rebid the project and the tank will not be painted until late 2015 or the spring of 2016.

Funding Review or Budgetary Impact: This recommendation is being presented in accordance with Section 7 of the Spring Hill Purchasing Policy. The expenditures will be financed by temporary notes that will be repaid through the water fund.

Recommendation: We recommend the City accept change order No. 3 in the amount of \$11,496.00. The total contract price will be increased to \$390,196. This is an increase of 4.99%.

Attachments: Change Order No. 1, Change Order No. 2, Utility Service email and Change Order No. 3 and Utility Services letter detailing the requested changes.

CONTRACT CHANGE ORDER

Owner:
CITY OF SPRING HILL, KS

Date: 01/29/14
Job No.: 246-212079.2(2)

Project:
CONTRACT NO. 2 - ELEVATED TANK PAINTING

Change Order No.: 1

Contractor:
UTILITY SERVICE COMPANY, INC.
535 Courtney Hodges Blvd.
Perry, GA 31069

Completion Dates:
Substantial: Original / Revised
06-29-14 / NA
Final: 07-29-14 / NA

You are hereby directed to make the following changes to the subject Contract Documents:

Item (a)	Description (b)	Increase in Contract Price (c)	Decrease in Contract Price (d)
1.7a	Delete the tank lettering "SPRING HILL" and add the city's existing city logo	\$ 7,000.00	\$ 0.00
TOTALS		\$ 7,000.00	\$ 0.00

1.	Original Contract Amount		\$ 371,700.00
2.	This Change Order ADD/DEDUCT (Column (c) less Column (d))	\$ 7,000.00	
3.	Total Amount of Previous Change Orders ADD/DEDUCT	\$ 0.00	
4.	Total ADD/DEDUCT (Line 2 + Line 3)		\$ 7,000.00
5.	Revised Contract Amount (Line 1 + Line 4)		\$ 378,700.00

The time provided in the Agreement is unchanged by 0 calendar days.

Engineer's Recommendation: John W. Brann
Contractor's Certification: [Signature]
Owner's Approval: [Signature]

Date 2/3/14
Date 1/30/14
Date 2/13/14

CONTRACT CHANGE ORDER

Owner: City of Spring Hill, Kansas
Project: Contract No. 2 – Elevated Tank Painting
Contractor: Utility Service Company, Inc.
Job No.: 246-212079.2(2)
Change Order No.: 2

The Owner and Contractor agree to make the following changes to the December 12, 2013, Agreement between them:

1. The Effective Date of the Agreement is changed from December 12, 2013, to be April 15, 2015.
2. The Contract Price in Section 5.01.A. of the Agreement is \$371,700.00. If Contractor wants an increase in the Contract Price due to increased labor, material, or other costs resulting from the new Effective Date, Contractor shall give Owner written notice of the requested new Contract Price, which written notice shall be delivered to Owner no later than January 15, 2015. If such written notice is so delivered to Owner, then, unless Contractor delivers to Owner a written waiver of the request for a new Contract Price no later than February 13, 2015, Owner and Contractor shall agree on a new Contract Price, and enter a signed Change Order stating the new Contract Price, no later than February 13, 2015. If Contractor timely requests an increase in the Contract Price, and either the Contractor has not thereafter timely waived the request for an increase or the Contractor and Owner have not signed a Change Order stating the new Contract Price, all no later than February 13, 2015, then the Agreement shall be automatically terminated for convenience as of February 14, 2015, under Section 15.03 of the Standard General Conditions of the Construction Contract, without necessity of Owner issuing the 7 days written notice mentioned under subpart A of said Section 15.03. If the Agreement is not terminated for convenience by February 14, 2015, Contractor shall furnish Owner, no later than April 1, 2015: (a) then-current Performance, Statutory, and Maintenance Bonds, each in the amount of the Contract Price, which Bonds shall be in the same form and substance (except for the increase, if any, in the Contract Price) as the three Bonds, with Bond No. 105985381, heretofore provided by Contractor to Owner in accordance with the Agreement; and (b) then-current insurance certificates and evidence of insurance, as required by Article 5 of the Standard General

Conditions of the Construction Contract. Contractor shall timely notify the Bond sureties as required by Section 10.04 of the Standard General Conditions of the Construction Contract.

3. Section 2.03 of the Standard General Conditions of the Construction Contract is amended to read as follows:

2.03. Commencement of Contract Times; Notice to Proceed.

A. The Contract Times shall commence to run on the thirtieth day after the Effective Date of the Agreement or, if a Notice to Proceed is given, on the day indicated in the Notice to Proceed. A Notice to Proceed may be given at any time within 30 days after the Effective Date of the Agreement. In no event will the Contract Times commence to run later than the thirtieth day after the Effective Date of the Agreement.

4. The Preliminary Schedules required under Section 2.05.B. of the Standard General Conditions of the Construction Contract shall be submitted within 10 days after the new April 15, 2015, Effective Date of the Agreement.

This Contract Change Order No. 2 is made and entered effective as of the 22 day of May, 2014.

OWNER:

City of Spring Hill, Kansas

By: _____

Steven M. Ellis, Mayor

[Corporate Seal]

ATTEST:

Glenda Gerrity
Glenda Gerrity, City Clerk



CONTRACTOR:

Utility Service Company, Inc.

By: _____

Jonathan Cato

Capacity: Vice President of Tank Operations

ATTEST:

Shane Albuitton
Shane Albuitton, Corporate Secretary

John Brann

From: Smith, Ross [rosssmith@utilityservice.com]
Sent: Thursday, January 15, 2015 2:35 PM
To: John Brann
Subject: RE: Spring Hill Tank Painting
Attachments: Spring Hill, KS Change Order Proposal #2 (Corral) R1.pdf

John,

We are requesting a 3% inflation increase of \$11,496 for a total contract price of \$383,196.



We've also added a 3% inflation increase to the Verizon proposal (attached).

Thanks,

Ross Smith
Project Engineer
Office: 478-988-5202 | Mobile: 478-234-8852 | Fax: 478-987-9657
rosssmith@utilityservice.com
www.utilityservice.com

tank asset mgt. | tank condition assessment | tank rehabilitation | ice pigging | thm removal | water mix | chemical cleaning | water well asset mgt. | water well rehab | valve & hydrant asset mgt. | g.i.s. asset mgt. | leak detection services | smart metering | communications

From: John Brann [<mailto:jbrann@pyengineers.com>]
Sent: Wednesday, January 07, 2015 10:07 AM
To: Smith, Ross
Cc: Jonathan Roberts; 'Jim Boyer'; 'Jeff Rupp'
Subject: Spring Hill Tank Painting

Ross,

The city of Spring Hill wants to proceed with the elevated tank painting. As you recall, a change order was issued delaying this project until April 1, 2015. Utility Services has until January 15, 2015 to request any anticipated cost changes to the agreement. I have attached a copy of this change order for your review. Please review this change order and respond accordingly.

Also there was a request from Verizon for installing a new corral on top of the tank. Please provide and update to this estimate. We will contract Verizon to see if they want to proceed with this additional work. I have attached a copy of your original proposal for this work. If you have any questions, please call. Thanks

John W. Brann III, P.E., R.L.S.

Ponzer Youngquist, P.A.

CONTRACT CHANGE ORDER

Owner:
CITY OF SPRING HILL, KS

Date: 02/12/15
Job No.: 246-212079.2(2)

Project:
CONTRACT NO. 2 - ELEVATED TANK PAINTING

Change Order No.: 3

Contractor:
UTILITY SERVICE COMPANY, INC.
535 Courtney Hodges Blvd.
Perry, GA 31069

Completion Dates:
Original / Revised
Substantial: 06-29-14 / 7/14/15
Final: 07-29-14 / 8/13/15

You are hereby directed to make the following changes to the subject Contract Documents:

Item (a)	Description (b)	Increase in Contract Price (c)	Decrease in Contract Price (d)
1.1-8	Increase contract price by \$11,496.00 as a result of the delay requested by the city by Change Order No. 2.	\$ 11,496.00	\$ 0.00
TOTALS		\$ 11,496.00	\$ 0.00

1.	Original Contract Amount		\$ 371,700.00
2.	This Change Order ADD/DEDUCT (Column (c) less Column (d))	\$ 11,496.00	
3.	Total Amount of Previous Change Orders ADD/DEDUCT	\$ 7,000.00	
4.	Total ADD/DEDUCT (Line 2 + Line 3)		\$ 18,496.00
5.	Revised Contract Amount (Line 1 + Line 4)		\$ 390,196.00

The time provided in the Agreement is changed by 380/410 calendar days.

Engineer's Recommendation: _____
 Contractor's Certification: *[Signature]*
 Owner's Approval: _____

Date _____
 Date 2/5/15
 Date _____

UTILITY SERVICE

535 COURTNEY HODGES BOULEVARD
P O BOX 1350
PERRY, GA 31069
TEL 800-223-3695
TEL 478-987-0303
FAX 478-987-1085
WWW.UTILITYSERVICE.COM



February 5, 2015

John Brann, PE
Ponzer Youngquist, P.A.
227 E. Dennis Avenue
Olathe, KS 66061

RE: Spring Hill Tank Painting

Dear Mr. Brann:

Utility Service was awarded this project in late 2013. Since then, industry pricing has increased in many areas: labor/insurance, paint, disposal, containment, freight and bonds. Some of these areas are direct costs and some of them include contingencies or allowances. As a gesture of good faith for the best interest of our customer, we have chosen to only request compensation for the following areas of direct costs:

Labor/Insurance: \$9,790

Paint: \$1,160

Bonds: \$546

Please consider this letter a request to add \$11,496 to the contract price. This would increase the current contract total to \$390,196. We appreciate the city's willingness to consider these costs and look forward to a quality project.

Sincere Regards,

A handwritten signature in black ink, appearing to read "Ross Smith". The signature is written in a cursive, flowing style.

Ross Smith
Project Engineer

AGENDA ITEM REVIEW SHEET

TO: GOVERNING BODY
SUBMITTED BY: MELANIE LANDIS, FINANCE DIRECTOR
MEETING DATE: FEBRUARY 12, 2015
DATE: FEBRUARY 5, 2015

Formal Action Item: 2015 Aquatic Center Admission Rates

Background: The Spring Hill Aquatic Center is entering its sixth season serving Spring Hill residents and surrounding areas. The existing rate structure was set in 2010 based on the size of the facility and features available to patrons and proved to be competitive with other aquatic centers in the area. At the time of setting admission rates for 2010, the City Council recognized that operations for a recreational facility would require an annual subsidy and rates have remained the same since that time. The City has added additional use options such as evening facility rentals for private parties and a new playground and picnic shelter available just outside the gates of the facility.

Analysis: The Aquatic Center will open Saturday, May 23, 2015 and close on Monday, September 7, 2015. The City will be managing the facility this year and will devise effective marketing strategies to retain current guests and to attract new guests from surrounding areas while residents within the city limits of Spring Hill will continue to receive discounted rates for season passes and cabana rentals. Activities, deck parties and after hours parties will be expanded for the 2015 season and will again include a 3rd annual Family Luau which has been very successful.

Season passes will go on sale March 1st and offered at a 10% discount through April 30th. Additional discounts will be available at Daffodil Days. Daily admission specials and special activities will be marketed heavily to generate increased interest from surrounding areas through social media, news outlets, etc.

The importance of approving the rates at this time is to allow staff to properly advertise the 2015 season.

Funding Review or Budgetary Impact: Funding and budgetary information from the 2014 season and projected 2015 season will be sent prior to the Council meeting for review.

Alternatives:

1. Approve the 2015 admission rates and discounts as presented for the Spring Hill Aquatic Center.
2. Deny the 2015 admission rates and recommend new rates for the Spring Hill Aquatic Center.
3. Table the issue and direct staff to further research.

Legal Review: n/a

Recommendation: Staff recommends that the Council approve the 2015 admission rate and discount structure as presented for the Spring Hill Aquatic Center.

Attachments:

- 1) SHAC 2015 proposed admission rates
- 2) 2014 Aquatic Center Recap - *forthcoming*



	Regular Rate	Discounted Resident Rate
Individual Season Pass	\$85.00	\$65.00
Household Season Pass (includes 6 at same residence)	\$150.00	\$115.00
Multivisit pass	\$40 for 10 visits	n/a
Daily Admission, ages 3 and older	\$5.00	n/a
Pre-registered group admission of 12 +	\$3.50	n/a
Senior Daily Admission (age 62 or older)	free	n/a
Twilight (after 6 pm)	\$3.50	n/a
Cabana Rentals per 2 hours	\$35.00	\$25.00